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A SURVEY OF
LIBRARIES IN THE
UNITED STATES

1926

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A Survey of Libraries

in the

United States

CONDUCTED BY THE

AMERICAN LIBRARY ASSOCIATION

VOLUME TWO

Service to Readers in Public Libraries
and in College and University Libraries

CHICAGO

AMERICAN LIBRARY ASSOCIATION

1926

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PART I

Circulation and Reference Work in Public Libraries

Chapter I

CIRCULATION DEPARTMENT: PUBLIC LIBRARIES

I. REGISTRATION

In most of the states the laws authorizing the establishment of public libraries prescribe that the privilege of borrowing books from any free public circulating library which is maintained at public expense, shall be extended to all residents of the community, whether city, town, county, or school district, by which the library is supported. This privilege may therefore be withheld from residents only if they fail to conform with such regulations as are considered necessary for the greatest good of the community as a whole. Non-resident taxpayers, and all persons who are employed or have regular business in the city, are mentioned in the reports from many libraries, and are presumably implied in the others, as entitled to all the privileges of residents; in some states the extension of these privileges to non-resident taxpayers is required by law. Non-resident pupils in the schools are also mentioned by many of the small libraries and by several of the larger, including Bridgeport, Brookline, Chicago, Cincinnati, Indianapolis, Kansas City, Oakland, Peoria, Pittsburgh, St. Louis, Seattle, Somerville, Tacoma, and Toledo. In New Haven and in Sacramento they are given limited privileges.

The area of free service is often extended somewhat beyond the borders of the political unit by which the library is maintained. The rapid increase in the establishment of

county libraries has been accompanied by the extension of service throughout the county by some libraries which receive no financial support from the county: among these are Dallas, Duluth, Houston, and several smaller libraries. Many of the small libraries give free service to all residents of the township, and several, including Glens Falls, N. Y., Harrisburg, Pa., Ogdensburg, N. Y., and Westerly, R. I., to the residents of near-by towns. A few of the small libraries grant free privileges to anyone who trades in the town. Sioux City likewise includes in its service area all the trade area of the city.

Borrowers' applications.—Applicants for borrower's privileges are confronted in different libraries by various degrees of formality and informality, which are found in so many combinations that no accurate statement can be made, from the available data, as to the exact prevalence of each method. The first requirement is usually the identification of the applicant, if he is not known, and the verification of his alleged address. The most popular method of accomplishing this is to consult the latest city directory or telephone book for the name and address which the applicant gives. Some libraries, including Bridgeport, Brookline, East Orange, Indianapolis, Muskegon, New Haven, and Syracuse, will accept as equally conclusive identification such evidence as tax receipts, bank books, automobile licenses, or other business credentials, or the presentation of letters which the applicant has received through the mail at the address which he gives.

For candidates who fail to pass the "directory test," some libraries merely defer issuance of a borrower's card until the applicant returns, bearing with him as proof of his veracity a notice which the library has mailed him, stating that his card may now be obtained by bringing the notice to the library. This method is reported by Berkeley, East Orange,

New Bedford, and others. In Brookline a police officer sometimes calls on his regular round, to verify the address. In others, including Atlanta, Bridgeport, Washington, and Waterbury, if the address can not be verified from the directory or by similar means the applicant is required to give the name of some resident as a reference. In Toledo, where one reference is required if the applicant's name is found in the directory, two references are required if it is not. Many libraries require a reference of all applicants, even if their names are in the city directory. Some, including Kansas City, Seattle, and Tacoma, require two. In Portland, Ore., only one resident is required as reference if he personally endorses the application; two are required if the applicant merely gives their names, without securing a signature. The names of references must ordinarily be included in the city directory.

In approximately half of the libraries which require a reference, this person is considered as a guarantor, and is expected to assume financial as well as moral responsibility for any indebtedness incurred by the borrower for whom he vouched. Some libraries depend mainly on the "psychological" effect of the guarantor, and seldom appeal to him for settlement of a bill. Seattle reports that in three cases of appeal on record in 1925 one guarantor made good the loss, but two had moved and could not be traced. Most of the libraries, however, report that they sometimes, if not habitually, call upon the guarantors for payment of charges which they have not been able to collect from the borrowers. Grand Rapids, for instance, has a printed form which reads as follows: "————, for whom you are surety, has failed to return————. We, therefore, call upon you to see that the book is returned, and the fines paid; otherwise you will be held responsible for the settlement of the price of the book and the fines, the total of which now amounts to

————." The percentage of guarantors who respond, either by paying the charges or by inducing the borrowers to do so, seems to differ widely in different cities, if reliance can be placed on estimates made by different libraries, which range all the way from 10 to 90 per cent.

Identification requirements are naturally less rigid in small libraries where most of the residents are known to the staff. When an applicant is not known, the practice of the small libraries shows the same variations of method as those which appear among the larger.

Practically all of the larger libraries reporting require that all applications shall be signed at the library, by the applicant in person, with the exception that in many libraries a man is permitted to sign for his wife, and a woman for her husband. A few, including Long Beach and San Antonio, permit any applications to be taken home for signature. Several report that in exceptional cases of physical disability the signature of another responsible person will be accepted. New Haven and Evanston will accept the signature of another person only if he has power of attorney.

Many of the small libraries report various departures from the general rule that each person must sign his own application. Three will permit an adult to sign for another if he signs also his own name as guarantor. In some, anyone may sign for any other member of his family. Several have a registration by families, assigning one registration number to a family, and charging to this number all books borrowed by any member of the family. A few of the very small libraries do not register their borrowers at all.

Grand Rapids has an application card for use by corporations and business firms, on which, when signed by some member of the corporation or firm, a borrower's card will be issued. Dayton has a similar system for registration of

business or professional firms, factories, clubs, and other organizations of the city.

Non-residents and transients.—In most libraries non-residents, transients, temporary residents, and new residents who can not yet give satisfactory identification, may obtain borrower's privileges either by making a deposit or by paying a fixed charge for a definite period. More than half of the libraries reporting have provisions for both a non-resident fee and a temporary deposit, and a deposit is sometimes accepted by many libraries which require no fees. If both systems are used, the deposit is usually intended mainly for transients who want the privilege of borrowing only for a short period, or perhaps only on one occasion. If no fee is provided for, the deposit may cover both the occasional use of the library by transients and its more regular use by temporary residents. Some libraries will occasionally accept a deposit if the applicant prefers this to giving a reference or a guarantor.

Approximately one library in every ten reports neither a fee nor a deposit requirement. In some cases this means that non-residents and temporary residents are unable, as a rule, to obtain borrowing privileges. In others it means that the privileges are granted them without charge. Brookline, for example, gives full privileges, on the same terms as to residents, to temporary residents, non-resident teachers and pupils in the public schools, non-resident employes of the city, and to other non-residents by special permission. New Bedford finds that non-residents can usually give satisfactory references, and reports that "practically no losses have come from extending courtesies to visitors." In Duluth any person living outside the city limits who does not have access to a public library, may obtain a card entitling him to not more than four adult and four juvenile books at one time, by

signing an application and giving two permanent residents as references. Residents of towns which have no public library may also borrow from Duluth by mail, not more than four books at one time, on payment of the parcel post charges. Wilmington, Del., and some of the smaller libraries, likewise require of non-residents only a reference or a guarantor. Glens Falls, N. Y., offers full privileges to transients with no requirements of fee, deposit, or guarantor, and reports that "the service is greatly appreciated, and scarcely any loss results from it."

In most of the libraries which charge a fee for privileges granted to non-residents, the amount is either one dollar or two dollars (more frequently the former) a year. Several, however, including Buffalo, Cincinnati, Kansas City, and Louisville, charge three dollars, and a few charge five. Among those which charge one dollar are Atlanta, Berkeley, Birmingham, Detroit, Indianapolis, Omaha, St. Louis, St. Paul, San Diego, and Syracuse; among those which charge two dollars are Bridgeport, Denver, Des Moines, Los Angeles, Nashville, Peoria, Tacoma, and Toledo. A sliding scale is sometimes adopted for periods less than a year, either at *pro rata* charges or, more frequently, at slightly more than *pro rata*. Cincinnati, for example, charges $1 for three months, $1.75 for six months, or $3 for a year; Evanston, 25 cents a month or $2.50 a year. Indianapolis charges one dollar a year, but if the privilege is surrendered before the end of the year refunds the fee to the borrower, less ten cents for each month he has had the privilege.

A special rate for non-resident children is offered by several libraries. In Detroit the fee is $1 a year for adults, and 25 cents for children; in Boise, $2 for adults and $1 for children and high school pupils; in Poughkeepsie, $3 for adults and $1 for school children. Nashville reduces its fee from $2 to $1.50 for teachers and students.

Club rates are offered non-residents by a few of the small libraries. In Warren, Ohio, the individual non-resident fee is $1 and the club fee $2; in Wichita, Kan., the individual fee is $1, but several organizations in the county pay for service at the rate of five cents per book per month. The Parmly Billings Memorial Library, Billings, Mont., charges teachers $1, other individuals $2, and clubs $3 for privileges limited to books needed for club or school use.

Other variations are reported as follows: Scranton charges a fee of $1 for six months, and requires a deposit of $5; Seattle requires a fee of $3 a year if one guarantor is given, with a deposit of $5, in addition to the fee, if he does not give a guarantor; Portland, Ore., charges a fee of $3 a year if a reference is given, but with no reference the fee is $5; New Haven charges 50 cents for three months, with full privileges, or 25 cents for three months with privileges limited to books of one class. Several small libraries charge five cents for each book borrowed, and several charge one cent a day for each book.

When a deposit is required, either in lieu of a fee or in addition to a fee, the amount is often determined by the value of the books borrowed, but many libraries require a fixed amount as a minimum, subject to increase if it seems insufficient to cover the value of the loan. The amounts vary greatly, from one dollar to five. The variation among the large libraries is shown by the following summary:

$1: Denver (on each book); Gary.

$1.50: Sacramento.

$2: Louisville; Portland, Ore.; San Diego; Tacoma.

$3: Atlanta; Detroit; Hartford; Kansas City; Nashville; St. Paul; Waterbury.

$4: New Orleans.

$5: Berkeley; Bridgeport; Chicago; Los Angeles; Oak-

land; Omaha; Pittsburgh; San Francisco; Toledo; Washington.

In a few libraries the amount of deposit is variable according to the privileges desired. In the Forbes Library, Northampton, one book may be borrowed on deposit of $2 or two books on a $5 deposit. In Seattle a $2 deposit entitles the borrower to two books, and a $5 deposit to six. Decatur, Ill., requires $3 for one book or $5 for two. Morrill Memorial Library, in Norwood, Mass., asks a deposit of $2 for the privilege of borrowing fiction, but $5 for non-fiction.

A "service charge" is made by some libraries, by deducting from the deposit, when this is returned, either a fixed amount for the whole period or a certain amount per month. Chattanooga, El Paso, and New Rochelle retain twenty-five cents of the amount deposited; Atlanta and Battle Creek deduct twenty-five cents for each month the privilege is used. Several small libraries charge a fee of one cent or two cents a day for all books borrowed, in addition to requiring a deposit.

At Toledo a deposit of five dollars is required from transients. The deposits received are turned in to the accounting office with other cash receipts of the day. The money is deposited in the librarian's petty cash fund, and a check is at once drawn to the depositor and is signed by the librarian. These checks, which are numbered in a special series, are filed in a compartment of the safe to which the circulation department has access at all times. When a borrower wants to withdraw his deposit the check is promptly available, and can be cashed for him, if he wishes it, at the loan desk. This system was devised to give a complete record and receipt for every deposit, to reduce the amount of cash that must be

kept on hand, and to eliminate trouble and delay in refunding deposits.

Records of borrowers.—Practically all of the libraries of more than 50,000 volumes, and most of the smaller, keep two records of their registered borrowers: an alphabetical file of their applications, and a numerical file in which the most essential information concerning each borrower is entered under his registration number. For the numerical file, a large majority use the "title-a-line" book, with the lines numbered in sequence; loose-leaf sheets are used by some, including Chicago, Detroit, Long Beach, Malden, Mass., Newton, Mass., Saginaw, Mich., and San Diego. Cards are used, in preference to a book, by Bangor, Me., Cincinnati, Evansville, Indianapolis, Louisville, Northampton, Pasadena, St. Joseph, St. Louis, Washington, and Worcester. Many of the small libraries report only one record, without specifying clearly its form or the method that is used. In some of the smaller libraries where all borrowers' cards are always kept at the library, a numerical file of these cards takes the place of the numerical registration book.

A street index of borrowers is kept at the Lawson McGhee Library, Knoxville, for the purpose of analyzing the locations of borrowers and non-borrowers, with reference to sites for branch libraries, and at Grand Rapids.

Syracuse Public Library in 1925 made a tabulation of the occupations and the places of residence of its registered borrowers. A partial summary of the occupations is given as follows in the library's annual report for 1925:

Students in the university and in school	12,109
At home	5,577
Teachers	1,804
Business men	1,514
Clerks	1,238

Stenographers	1,147
Laborers	1,091
Mechanics	799
Factory workers	592
Bookkeepers	516
Salesmen	509
Engineers	450
Nurses	388
Clergymen	204
Carpenters	194
Dressmakers	164
Lawyers	138
Physicians	127
Telephone operators	112

These figures are not complete, it is explained, for the stations, which had a circulation of 250,000 during 1925, do not register their borrowers. Many of the stations are located in schools, and the number of students and teachers using the library is therefore greater than these figures indicate.

A record of the occupations of card holders is kept regularly at Grand Rapids, on a card form which is filled out for each occupation represented, on which space is provided for monthly entries over a period of twelve years. These entries are made at the end of each month from the numerical registration book. The list of persons in the different occupations is checked from time to time with certain classifications in the city directory and other classified lists, and thus serves as a basis for definite knowledge as to where additional stress should be given to publicity. The list is used also by the circulation department as an aid in determining where the book collection should be strengthened to meet the needs of new groups.

A classified record is kept also at Evansville, on which the number of new borrowers is entered daily under twelve different classifications.

II. ACCESS TO BOOKS

Open shelves.—In this report a library is classed as entirely open-shelf if the public have unrestricted access to the entire book collection, with exception of books of unusual value, books which are not considered suitable for unrestricted circulation, and perhaps certain special sections such as government documents or the files of bound periodicals and newspapers. Among libraries which are not entirely open-shelf, it is obviously impossible to make exact distinctions between those which are mainly open and those which are mainly closed. For the purpose of a general view of the field, in the following classification "mainly open-shelf" signifies that the major part of the collection, including practically all "live" books in all classes, is on open shelves. "Mainly closed-shelf" signifies that the major part is on closed shelves. Only six of all the public libraries reporting state that they are entirely closed-shelf, one in Class C (20,000-50,000 volumes) and five in Class D (less than 20,000 volumes).

The open-shelf system is practically universal in branch libraries and in the very small libraries. Among the libraries of less than 20,000 volumes only twenty-four report that they are not entirely open-shelf. Among 183 libraries of from 20,000 to 50,000 volumes 164, or about 90 per cent., are entirely open. Among the larger libraries the prevalence of the open shelf is indicated by the following classification:

CLASS A (more than 100,000 volumes)	
Entirely open-shelf	19
Mainly open-shelf	13
Mainly closed-shelf	19
	51
CLASS B (50,000-100,000 volumes)	
Entirely open-shelf	40

Mainly open-shelf	9
Mainly closed-shelf	10
	59

From this it appears that about two-thirds of the libraries in Class B, and a little over one-third of the libraries in Class A, are entirely open-shelf. As we are considering only the main buildings, however, exclusive of branches and other agencies, the number of volumes in each library's entire collection is of less significance than the book-capacity of each library's main building, which is the only other factor affecting the desirability of open shelves on which accurate comparisons can be made. Among ninety-three libraries in Classes A and B which report the estimated capacity of their main buildings, the following figures indicate something of the relation existing between open shelves and size of building:

Capacity	No. Reporting	Open-Shelf	Per Cent.
25,000- 50,000 v.	13	11	84
50,000-100,000 v.	37	25	67
100,000-150,000 v.	12	8	66 2/3
150,000-200,000 v.	6	3	50
Above 200,000 v.	25	3	12

The six open-shelf libraries where the capacity is more than 150,000 volumes are the following:

Des Moines: capacity 175,000; collection (including branches, etc.) now numbers 167,492.

New Orleans: capacity 260,000; collection 204,522.

Northampton (Forbes Library): present capacity 400,000; collection 184,312. Entirely open-shelf except medicine and some special collections.

Omaha: capacity 200,000; collection 163,709.

Sacramento: capacity 300,000; collection 110,350.

Somerville: capacity 200,000; collection 119,979.

Open-shelf collections.—Practically all of the partially

closed-shelf libraries have on open shelves the main part of the reference collection; all the children's books (with exception often of extra-illustrated books and other "specials"); all or most of the adult fiction; and the recent and most popular non-fiction. To these are usually added either all of certain classes (sometimes shelved in a general "open-shelf room" and sometimes in separate departmental rooms), or a selection of the more popular books in certain classes, or the open-shelf collection may represent a combination of the inclusive collection and the selective. The Enoch Pratt Free Library, for example, has on open shelves the classes art, pedagogy, and natural science, with a miscellaneous "open-shelf" collection. Denver has all, or a large part, of philosophy, natural science, useful arts, fine arts, literature, travel, and biography. Detroit has selections from all classes in the open-shelf room and in the divisions of technology, fine arts, music and drama. New Haven has selections from art, music, business, technology, literature, and foreign languages. Portland, Ore., has two-thirds of its entire collection, comprising selections from various classes, on open shelves. St. Paul has all of social and political science, science and technology, and fine arts, and selections from essays, poetry, drama, biography, history, and most of the books in foreign languages. Washington has drama, biography, foreign fiction, and selections from the fine arts, in addition to the books in the industrial division. A representative open-shelf collection in a smaller library where complete freedom of access does not seem possible is at Bangor, comprising the latest and the best fiction, the recent non-fiction, a selection from various classes, a collection for teachers, books listed on various reading lists, and a case for special exhibits.

The term open-shelf collection is generally used with

reference to a distinct and usually a rather carefully selected collection of books in all classes of literature, rather than in the broader sense of all books which are on open shelves, or the narrower sense of a constantly changing display of the recent accessions. The open-shelf collection usually has some degree of permanence so far as the larger part of the collection is concerned, though changes are usually made from time to time to replace old titles with newer, or books infrequently used by others which may be more popular. The collection may thus be made up in large part of standard works and other books which are always in demand; in part of recent publications which will in time be relegated to the stacks to make a place for later accessions; and in part of books chosen because they seem worthy of more active circulation than they can have from the greater seclusion of closed shelves. Among the large open-shelf collections are the following: Buffalo, containing 27,000 volumes (10,000 titles), all of which are duplicate copies, selected from all classes; Chicago, which has a "representative popular library" of 15,000 volumes, all of which are duplicates; Pratt Institute Free Library, with 50,000 of the most active books in all classes; St. Louis, with 20,000 volumes; and Seattle, with 23,000 volumes, including the most active books for adult readers in all classes except those of the specialized divisions of art and technology, etc.

There is thus a very pronounced tendency to have on open shelves as many books as the arrangement of the building and the nature of the collection will permit. In some libraries, as at Washington and at Bangor, considerable effort has been made to provide freely accessible shelving in buildings which were planned mainly for closed shelves, and where complete freedom of access to the stacks does not seem feasible. Buffalo estimates that 50 per cent. of the adult

circulation at the central building is from the open-shelf collection of 27,000 volumes; Chicago reports 51 per cent. from its open-shelf collection of 15,000 volumes; Cincinnati estimates 75 per cent.; Denver, 85; Detroit, probably about 90; Louisville, 85; New Bedford, 71; New Haven, 90; Portland, 90 per cent., from two-thirds of its whole collection; Pratt Institute Free Library, 90 per cent., from the open-shelf collection of 50,000 volumes; St. Louis, 75 per cent., from the open-shelf collection of 20,000 volumes and the applied science collection of 7,000; Washington, 60 per cent., from the classes and selections for which it has been possible to make a place on open shelves.

Closely allied with the open-shelf collection are the collections of duplicate copies of standard books which some libraries keep in the reference or reading room. These collections sometimes comprise only certain standard works which are frequently needed for reference purposes, and sometimes form, either incidentally or by intention, something like a "model collection" of the world's greatest books, always available for reference, for browsing, or for reading. Reports concerning the nature and the use of some of these model collections or reference collections are as follows. Unless otherwise stated, the books in these collections are not circulated, but are for reading room use only.

Bridgeport: about 300 volumes; fairly extensive use; not intended as a "model collection."

Buffalo: about 1,000 volumes, chosen for reference purposes; frequently used.

Chicago: about 2,500 volumes, representing about 300 authors, starred for reference use and circulated only for special needs.

Cincinnati: 3,000 volumes, mainly for reference purposes.

Detroit: a "booklovers' room," containing about 500 vol-

umes considered worthy of special attention, in attractive editions; many people drop in to read them.

Indianapolis: about 800 volumes, comprising sets of many standard authors, chosen mainly for reference purposes.

Louisville: 800 volumes, fine editions and complete sets, in the reference room.

Pratt Institute Free Library has a sunny corner, called the "Alcove," set apart from the open-shelf room, where is displayed a carefully chosen collection of the classics of literature in the original publishers' bindings, arranged alphabetically by authors to give the appearance of a private library. The books in the Alcove do not circulate, but serve as a concrete demonstration of literature of all time, in the English language. The Alcove List, an annotated record of the books in the Alcove collection, is sold at the cost of publication.

San Diego: 250 volumes of American and English poetry, for reference purposes.

Seattle: reference sets of all standard authors, intended for reference purposes; used when circulating copies are not available.

Washington: a fairly complete collection of classics, used largely for reference purposes; general circulation is discouraged.

The following reports are from libraries of from 50,000 to 100,000 volumes:

East Orange, N. J.: has about 100 volumes as a beginning of a collection; not much used yet.

Fitchburg, Mass.: 400 volumes; not very much used.

Malden, Mass.: 500 volumes; not much used.

New Rochelle, N. Y.: did have a small collection but it was little used, and has been absorbed into the general circulating collection.

Pomona, Calif.: 200 volumes; frequently used.

Portland, Me.: 1,000 volumes; little used.

Watertown, Mass.: about 23 authors; used very seldom.

Wilkes-Barre, Pa.: about 175 volumes; very frequently used.

In open-shelf libraries the catalog cards ordinarily indicate the location of any books which for some reason are permanently kept on closed shelves. In the partially open-shelf library, if all books in certain classes, and no others except perhaps the most recent accessions, are on open shelves, the location of the various classes is readily learned by the staff members and by frequent visitors. In libraries where the open-shelf collection is large, and comprises selections from all classes, perhaps frequently changed, various methods are followed to reduce to a minimum any uncertainty as to the location of the books. Some libraries, among which are Cincinnati and Louisville, mark the catalog cards to indicate that certain books are on open shelves, and Portland and Seattle mark the shelf-list cards. Pratt Institute Free Library has signs, called "banners," affixed to the stack ends, listing the books that are shelved elsewhere. New Haven has a classed list of all open-shelf books, at the end of the card catalog and at the desk in the open-shelf room.

Most of the libraries reporting state that permission to go to the stacks is rather freely given, on request, either to any responsible readers (as at Brookline, Denver, Louisville, New Haven, Washington, and Worcester), or to any reader who is doing serious work, the needs of which can not otherwise be satisfactorily met (as at Buffalo, Cincinnati, Portland, Ore., and St. Louis). A few require that a member of the staff accompany the visitor. In several, as at Pittsburgh, stack privileges are usually granted only to teachers,

investigators, and advanced students, and other responsible persons who could not otherwise obtain satisfactory service. In Kansas City and St. Paul they are usually given only to teachers and to ministers, unless by special permission to others.

III. ARRANGEMENT OF BOOKS

More than three-fourths of the libraries reporting shelve the recent fiction by itself, rather than in the same alphabet with the older fiction. Ordinarily books remain in the separate section as long as they are seven-day books. In some libraries they are transferred at the end of a fixed period: for example, in Hartford and in Saginaw after six months; in Cedar Rapids, Malden, and Newton, Mass., after one year. In Cedar Rapids all recent books are shelved in one section, without distinction between fiction and non-fiction.

Among the minority which shelve all fiction together (with exception, usually, of duplicate pay copies) are the following: Birmingham, Denver, Detroit, East Orange, Indianapolis, Kansas City, Knoxville, Louisville, New Bedford, New Haven, Portland, Ore., St. Louis, and Washington. Nearly all who report having tried both plans, state that the separate arrangement gives better satisfaction to the public, and is fully as convenient as the other method for the staff. A few consider it better for the public but not so convenient for the staff. Bangor, however, reports that both plans have been tried, and that both the public and the staff prefer the arrangement of all fiction together. East Orange found the plan of shelving together was unpopular with the public when it was first introduced, several years ago, but no objections are made now. Denver reports that the separate arrangement is best liked if there are enough new books, but

that otherwise it causes complaints. Kansas City abandoned the separate arrangement, although it was popular, because many people would consider nothing but the recent fiction.

Ribbon arrangement.—Although a "ribbon" arrangement, in which non-fiction occupies the upper shelves in each section and fiction the lower, or fiction the middle shelves and non-fiction the upper and lower, is used to a considerable extent in children's rooms, it apparently meets with little favor in most adult open-shelf rooms. Several of the large libraries, including Detroit, Kalamazoo, Portland, Ore., and San Diego, use it to some extent in branches, and Muskegon and Wilkes-Barre use it at their central buildings. Most of these libraries report that the ribbon arrangement stimulates somewhat the circulation of non-fiction, causes no inconvenience to the staff, and in general is satisfactory to the public with the exception that stout readers of fiction sometimes object to the lower shelves. Several of the smaller libraries also use the ribbon arrangement, and with a few exceptions report that the results are satisfactory.

Other libraries, however, including Des Moines, East Orange, and New Rochelle, at one time used the ribbon arrangement to some extent, but abandoned it, finding it unsatisfactory to the public, inconvenient for the staff, and without any appreciable effect on circulation. St. Louis has also tried it in some of the branches, but in most of them it has been abandoned.

As a variation of the ribbon arrangement, a "block" arrangement is reported by Glens Falls, N. Y. Under this method an occasional block of non-fiction is shelved in the congested fiction sections, to relieve crowding around the fiction shelves.

Fiction shelved by subject.—Several libraries report that fiction of certain distinct types, such as western stories,

detective and mystery stories, or romances, are shelved together instead of on the main fiction shelves. In Peoria, a partly closed-shelf library, fiction is arranged by authors, but on the open shelves are also four sections arranged under romance, western, detective, and short stories. In general, however, dependence is placed on knowledge of the fiction collection and on subject lists of fiction, to help in meeting requests for stories of a distinct type, with perhaps a few special shelves for permanent or temporary displays of selected titles of different types.

Many libraries classify and shelve as "literature" the collected works of some of the standard novelists, translations of some foreign fiction, and collections of short stories. The English or American fiction which is so treated consists mainly of duplicate sets, but in several of the small libraries all fiction by certain standard writers is classed as literature. A few libraries classify also, as literature, some fiction which seems hardly suited to open shelves, in order to have better supervision of its use.

Many minor departures from the sequence of the classification are made in the shelving of non-fiction, in order to bring into a more convenient location, temporarily or permanently, subjects that are in great demand or special collections such as books for high school reading. Changes on a larger scale are reported by several libraries, made with the purpose of bringing permanently closer together subjects which are separated by the classification system. Thus Detroit, in its technology department, shelves 660-668 immediately after 549, and 621.3 after 539. The James V. Brown Library, Williamsport, shelves 630, 640, and 650 after 690, to avoid shelving books on needlework, cooking, dairying, shorthand, etc., among those concerned with the mechanic arts and trades. Atlanta shelves the books on business in class 300

with the books on business in class 600. Somerville shelves history and travel together, and also tried combining biography with history, but found this unsatisfactory.

Brookline, Chicago, East Orange, and several smaller libraries, shelve English and American authors together in poetry, drama, essays, etc., applying to the class of literature the principle which is universally followed in fiction. Some of the branches in New York do the same, and find that the joint arrangement is preferred both by the public and by the staff. East Orange describes its system thus: "We group together under the English language numbers, all literature forms which are in English, including translations from other languages; for example, all poetry in the English language, including translations of European poets, are classed in 821, drama in 822, etc. The European literature numbers are used for the original only, and for histories of the literature; for example, 842 for French drama in French, 842.09 for histories of the French drama, written in English."

Tacoma shelves together the books of readings and recitations that are indexed in Granger's *Index to poetry and recitations,* arranged by the Granger key-numbers.

IV. CIRCULATION RULES AND METHODS

Charging system.—The Newark charging system, or some modification of it, is used by more than 86 per cent. of the public libraries reporting (856 among 993). In most of the others, the Browne system, or some modification, is used, though some report a combination of the Newark and the Browne, and various other systems have scattering representations. The reports, however, have less exact significance than they would have had several years ago. Newark, Modified Newark, Browne, Inverted Browne, Reverse Browne,—all these, and many more, are reported. Old names have

taken on new meanings, and new names have been coined for various degrees of modification and combination of the old systems. So numerous have been the modifications, and so freely have new names been attached to them, that the nomenclature of charging systems is at present of rather uncertain significance, and some of the reports seem to indicate that it is a wise library which knows its own charging system.

Borrowers' cards.—The principal feature of most of the modifications is the abolition of the borrower's card from systems which formerly went by the name of Newark. In place of the borrower's card an identification card has been substituted in the following libraries of Classes A and B and in many smaller libraries: Cedar Rapids, Des Moines, Detroit, Long Beach, Muncie, Muskegon, Newton, Mass., Pasadena, Portland, Ore., Riverside, Santa Barbara, Stockton, Calif., and Worcester. Others, including Kalamazoo, Racine, Savannah, and Sioux City, have neither a borrower's card on which the loan of books is recorded, nor an identification card, but charge all books to adult borrowers by looking up the number in their registration files.

In Berkeley, Buffalo, and Oakland, among the larger libraries; in four libraries of Class C; and in forty of Class D, each borrower is given two cards, one on which only non-fiction may be drawn, and one for fiction. When only one card is used, which is good for books of either class, many libraries do not distinguish on the borrower's card between fiction and non-fiction. A majority, however, adopt some distinguishing device, the most popular being to charge fiction in one column and non-fiction in the other, usually beginning at the top of one column and at the bottom of the other. Thus the two columns charge in opposite directions. A few libraries use ink of different colors. Others use a dis-

tinguishing check of some kind after the date: thus some place a check after all fiction and others after all non-fiction; some after all seven-day books and others after all fourteen-day books.

Many of the larger libraries (approximately one-half of those in Classes A and B) issue special cards for teachers, students, ministers, or others who may be thought to be entitled to further privileges than are granted on the general cards. The same custom prevails to a great extent among the smaller libraries, several of which have three or four cards for finely differentiated purposes. The special privilege usually increases both the number of books which may be borrowed at one time, and the length of time they may be kept. Berkeley issues six teachers' cards to teachers, and has also a "special" card for clergymen and others. The teachers' cards and the special cards are of different colors from the general reader's card. San Diego has a special card for teachers and research workers, on which thirty-five books of non-fiction may be taken for one month. Chicago has five different cards: a general card, on which five books may be borrowed; a teacher's card, entitling the holder to fifteen books at one time, of which only five may be fiction; a research card, on which eight books may be obtained; a music card, good for one bound volume and five pieces of sheet music; and a rental card, limited to two volumes from the duplicate pay collection. Among the libraries where one card is used for all purposes are Brooklyn, Cleveland, Indianapolis, Minneapolis, New York, Pittsburgh, Seattle, Toledo, Washington, and Wilmington, Del. Several of these place a distinguishing symbol of some kind on cards issued to teachers, ministers, students, or others who are given special privileges.

Most of the larger libraries require the borrower to keep his own card, unless in cases of long absence, or if there is an unpaid fine, or in other special circumstances. A few, however, will keep the cards if the borrower requests it, although some do so only "under protest." Among the smaller libraries the tendency is in the other direction, and in Class D a majority report that they keep all cards on file, or all on which books are not charged.

When the borrower's card is not presented, most libraries do not refuse to issue books without it, although many state that they do so only occasionally, or under special circumstances. Many others report that this privilege is never, or very seldom, granted. One library argues that a borrower can as reasonably be expected to remember his library card as he can be expected to carry his latch-key, or to be prepared to pay cash on a street-car. Seattle will permit one book to be borrowed on deposit of the cost price of the book, which is refunded on return of the book and surrender of the receipt, but a borrower will be given this privilege only once. Under special circumstances, and by special permission, a borrower in Bridgeport may obtain a book without his card not oftener than once in three months. In several other libraries a charge is made, either as a penalty for forgetfulness or as remuneration for the trouble of looking up the registration number. In Houston and in Stockton, Calif., the *sine qua non* is ten cents; in Riverside, five; in San Bernardino three. The lowest charge reported is at Pomona, where he who would obtain a book without his card must pay one cent into the library's cash drawer. When books are issued without the borrower's card, some libraries have the borrower sign a temporary slip which is made out as a receipt for the book; the usual practice in the smaller libra-

ries is merely to charge the book to the borrower's name, though several charge to the registration number if either the borrower or the librarian remembers it.

For the more serious offence of losing the borrower's card there are very few libraries which do not exact some penalty. Exceptions include Portland, Ore. (if sure the original card is definitely lost); San Diego (except in the children's department); Syracuse (with the request that the original card be returned if it is found); Davenport ("with some admonitions"), and Erie, Pa. Six libraries in Class C and thirty-one in Class D also issue duplicates without a penalty. Knoxville will issue one duplicate immediately, without charge, but for a second or third duplicate the borrower must wait three weeks and pay five cents. Kansas City also issues a first duplicate free, but charges ten cents for each additional time a card is lost.

Apparently there is no unanimity of opinion as to how serious an offence the loss of a card should be considered. Twenty or more different penalties are reported, none of which has been adopted by more than six libraries among those reporting, and few have been adopted by more than two. The penalties are divisible into four general classes: payment of a fine; delay of a specified number of days before a new card will be issued; the alternative of delay or a fine; the combination of delay and fine. The fines range all the way from one cent to twenty-five; the delays from one day to thirty. When an alternative is offered, the borrower is permitted to choose between such penalties as ten cents or one week; ten cents or thirty days; twenty-five cents or two weeks; twenty-five cents or thirty days. Combination penalties likewise include many variations: for example, five cents and one week; five cents and two weeks; ten cents and

two weeks; ten cents and one week, or two weeks without charge.

When a borrower is required to wait for a new card, he is not always deprived of the privilege of borrowing during this period, for in most libraries a temporary card will be issued, or books will be charged to his registration number without a card. Decatur charges ten cents for a temporary card, which can be used during the thirty days that must elapse before a new card will be issued. In Minneapolis a charge of twenty-five cents is made for a "lost card check" which may be used for two weeks, when a new card will be issued.

Overdue books.—In approximately three-fourths of the libraries reporting, the charge for overdue books is two cents a day. Variations from this rate are more frequent among the small libraries than among the large. The rate is only one cent a day in approximately 15 per cent. of the libraries of less than 100,000 volumes, and in several of the larger libraries, including Atlanta, Evansville, New York, and Seattle. A few libraries in each class charge three cents, and a few, including Galveston, San Francisco, Santa Barbara, and Stockton, Calif., charge five. Less regular rates are reported by several. Chicago charges three cents for fiction and one cent for non-fiction; Flint, two cents for fiction and one cent for non-fiction. Hartford charges two cents for books and four cents for magazines. San Antonio charges three cents for fourteen-day books and five cents for seven-day books. In several small libraries fines are computed by the week, at the rate of five cents in some and ten cents in others. Joliet, Ill., charges three cents for the first day, two cents for the second, and one cent for each succeeding day. A charge is made by a few libraries for the overdue notice,

which is valued at one cent in Boston, two cents in Kansas City and Memphis, and five cents in Chattanooga.

Only a few libraries report a fixed maximum beyond which fines do not accumulate. In Syracuse the maximum is twenty-four cents; in Stockton, twenty-five cents; in Muskegon, Salt Lake City, Washington, and Wilmington, fifty cents; in East Orange, one dollar. Boston charges two cents a day, plus one cent for the notice which is sent when a book is five days overdue; for every two weeks a book is kept overtime, there is an additional fine of twenty-five cents; when a book is four weeks overdue it is considered lost and the fine stops; hence $1.07 is the maximum overdue charge on any book. New York has a rule that "in no case shall the fine exceed the published price of the book, but any messenger fees, carfare, postage, etc., may be added to the fine.

Overdue notices.—Approximately one-fourth of the libraries reporting send a first notice when a book is seven days overdue, and a second notice seven days later. This is the nearest approach to uniformity discernible in the reports. In other libraries the first notice is sent after a period which varies from one to twenty-five days after the book becomes due, and the second notice, if sent at all, when it is from six to twenty-one days overdue. Many of the smaller libraries have no regular time for any notices; some send the first notice after a definite time, but have no fixed time for sending the second; a few send no notices at all; others send them for all overdue books once a week, twice a month, or once a month.

If a second notice is sent, it is usually from three to ten days after the first notice. New York sends a first notice fourteen days after the book is due, a second after twenty-one days, and a third after six weeks. Many libraries, including Chicago, Detroit, New Orleans, Salt Lake City, and

eighty-three smaller libraries, send no second notices. In lieu of a second notice Detroit sends a messenger, soon after the first notice; Chicago, Denver, New Orleans, and Salt Lake City send a notice to the guarantor. Grand Rapids also notifies the guarantor (see page 11). In Gary the second notice is a bill, sent when the book is ten days overdue. Pittsburgh and Wilmington also send bills after twenty-eight days.

If books are still not returned, several libraries send a third notice, and a few of the small libraries send a fourth. In some libraries, including Bridgeport, Brookline, Portland, Ore., Sacramento, St. Paul, Seattle, and Tacoma, the later notices are sent by registered mail. A copy of the state law or of the municipal ordinance concerning the wilful detention of books is enclosed by some, including Ansonia, Conn., Bellingham, Wash., Keene, N. H., Richmond, Calif., Tacoma, and Worcester. In Salt Lake City and in St. Paul the third notice is a registered letter from the city attorney or the law department of the city.

Messengers.—Most libraries send a messenger for books which have not been returned in response to their printed notices. Janitors or pages are most frequently used as messengers, but many libraries use members of the professional staff. High school or college students are sometimes employed. A few, including Buffalo and Detroit, have special messengers, employed only or primarily for this work. In several libraries police officers are sent.

Nearly one-third of the libraries reporting make no charge for the messenger service. One library reports that a charge is usually made, but candidly adds that collection is generally impossible. In other libraries a charge is made, ranging from ten cents to fifty cents; one library seldom sends for books, but when it does one dollar is charged the borrower. The most usual charge is twenty-five cents.

Other methods.—Further measures which are reported in endeavors to recover books from borrowers who are deaf to the ordinary appeals, range all the way from "bargain days" or "book home-coming" days, when no fines are charged on overdue books which are brought back, to calling for the assistance of police officers or threatening, if not actually taking, legal action. Muskegon, New Rochelle, and several smaller libraries report the use of the first method with some success. Oskaloosa, Ia., sends out special cards once a year, and has notices also in the newspapers, offering a reduction in fines if books are returned before a certain date.

Difficult cases are turned over to the police authorities by Akron, New Bedford, New Haven, Rochester, Utica, and several others. Sioux Falls, S. D., and Wausau, Wis., send letters to the delinquent borrowers through the city attorney when all other appeals have failed. One library sends a letter, signed by a legal officer of the city, stating that action will be taken. This often recovers the books, the report states, but the threatened action is never taken.

In Cleveland, for adult books, "if several messenger trips fail to secure their return a letter threatening court action is sent at the end of ten days. If this letter brings no results, the messenger takes the case to the police prosecutor, who summons the borrower to appear before him at a stated time. This summons is delivered by a uniformed member of the police force. If the borrower does not comply with the summons, usually a second summons is issued, and if no heed is paid to this a warrant for his arrest is sworn out by the messenger. In very few instances has it been necessary to resort to this extreme measure."

In Chicago, Green Bay, Wis., New Orleans, Pomona, Salt Lake City, Somerville, Tacoma, and Utica, difficult cases are

sometimes referred to the city attorney. In Poughkeepsie the matter is turned over to the city judge, after notice has been sent that legal action will be taken within three days if the book is not returned. Detroit sends a form letter to delinquent borrowers, stating that legal action will be taken, and ten days later the borrower receives a summons to appear in the municipal court. In some cases warrants for arrest have been obtained for "larceny by conversion." Minneapolis and St. Paul, when other appeals fail, seek replevin action through the conciliation court. Minneapolis, in the five-year period reported on, took 554 cases to the conciliation court, in addition to ten cases of theft or mutilation of books, which were taken to the juvenile court.

Among other methods reported are appeals to employers, personal appeals to the borrower by telephone, and "home visits" by the librarian or one of the staff. In Muskogee, Okla., the Chamber of Commerce has been helpful. One of the small libraries posts in the library, twice a year, the names of delinquent borrowers.

Most libraries report that unpaid fines stand permanently against the borrowers. Some, however, remit small fines that remain unpaid, either at the expiration of the reader's card, as at Cedar Rapids, Racine, and Somerville, or at the end of a definite period. This period varies from six months, in Terre Haute, to six years in Malden, Mass., and seven years in Utica. Brooklyn remits thirty-four cents of a fine after six months. Buffalo, Cincinnati, and many smaller libraries, sometimes reduce or remit fines if circumstances seem to warrant.

Theft and mutilation of books.—Many libraries report that their losses by theft have been negligible, and very few report any systematic thieving or many thefts which they have been able to trace to any one person. Most reports,

however, especially those from the larger libraries, indicate that enough has been suffered from mutilation and theft of books to make such losses constitute a serious problem. The following reports illustrate various methods that are used, apparently with varying degrees of rather uncertain success, to prevent such losses:

Locked cases or closed shelves are used by many libraries for debate books, local history, art and medical books, technical handbooks, road guides, and other material most frequently stolen or mutilated. "Rare and valuable books are kept in locked cases and are given out only on request" *(Atlanta)*. "We have in a very few instances taken books from the reference room and shelved them in a small closed section, access to which can be had only by request. They are not altogether secure from theft here. To protect from mutilation we only try to watch more closely" *(Berkeley)*. "Nominally our shelves are all open, but we have been driven by thefts to make quite a large closed-shelf collection" *(Oakland)*. "We have cut off access to reference shelves except by special permission" *(Salt Lake City)*.

As an additional precaution some libraries require readers to receipt their call-slips for books to which access is restricted. "Any book from the locked cupboards has to be signed for and returned to one of the staff" *(Brookline)*. "To consult books in the restricted collections the reader must sign a 'consultation charge' with his name and address. This consultation charge is a printed form, which bears the warning to return the book to the reference desk, as otherwise the person last signing for the book will be held responsible for its loss or damage. Every book so issued is collated before it is returned to the shelves" *(Dayton)*. Denver reports good success with a similar system. Seattle says "mutilations and thefts seem to be chiefly with books

used by students, both high school and university; requiring signatures has been the greatest protection."

Co-operation of the schools is sought by several libraries. "Debate books and magazines which are put on reserve for high school classes are collated after use, and the school is notified of any mutilation" *(Atlanta)*. "Appeals are made to the citizenship of students" *(Kalamazoo)*. In some cases schools are appealed to when mutilation has been traced to certain classes or groups which have been using the damaged book in required work.

The suggestion of legal action, through posting in the reading room copies of the state law relating to mutilation or theft of property belonging to the library, is mentioned by Dubuque, Ia., Duluth, Minn., Evansville, Ind., Indianapolis, Orange, N. J., Oshkosh, Wis., and Oskaloosa, Ia. In Michigan the state law provides that "a printed copy of this act shall be posted in at least three conspicuous places" in all public libraries and other libraries covered by the act. Green Bay, Wis., inserts a printed notice above the dating slip in all books, warning the user that to steal or mutilate books belonging to the public library "is a flagrant act of disloyalty to the Federal and state government"; that anyone who offends in this way "is a common criminal, and punishable as such in accordance with Federal and state law."

In general the reports seem to indicate that best results are obtained from the use of locked cases or closed shelves for books especially likely to be stolen or damaged, and from "alertness and vigilance on the part of all the staff." In Cleveland, Detroit, Los Angeles, New York, and Springfield, Ill., guards at the outside doors examine all books taken from the building; in Cleveland and Los Angeles all parcels, bags, and brief cases must be checked on entering or ex-

amined when the reader leaves the building. Precautionary measures taken in New York are outlined as follows:

"1. Doormen are stationed at the entrances to examine all books brought into or taken from the building, to inspect bags, brief cases, and parcels as readers leave, and to provide them with passes for all books brought in which do not belong to the circulation department of the library.

"2. A guard at the entrance to the main reading room examines books, bags, etc.

"3. Uniformed attendants patrol the reading room, on the lookout for vandalism or theft.

"4. Books drawn by readers for use in the reading room are compared with the call slips before the slips are cancelled and the books returned to the shelves. A search is made for books not returned, and if they are not found within a reasonable time a form letter is sent to the reader, asking what was done with the book.

"5. All cases which require, or may require, investigation and prosecution are referred to a staff officer who handles such matters."

Additional precautions are taken in several libraries for safeguarding rare or unusually valuable books. Use of such books at a special table or in a special room where they may be under close supervision, is required by Brooklyn, Pratt Institute Free Library, the Grosvenor Library, Los Angeles, Portland, Ore., St. Louis, Seattle, and others. Collation after use is reported by Pratt Institute Free Library, by Los Angeles, and by Brooklyn for books with unbound plates. A signed call slip is usually required, and sometimes a statement of the reason why the books are needed. Denver says: "We make enough formality and atmosphere of special arrangement to impress the reader with our individualization

of him and our care of the book. We have not had trouble with these most valuable books." New York, Reference Department, reports its practice as follows: "The library's rare and valuable books are shelved in what is known as the reserve room, where they are used under close supervision. In the various special reading rooms it is customary to have the more valuable books, those likely to be mutilated, etc., used at special tables near an assistant's desk. Occasionally books are collated after use. A statement of the purpose in wanting the books is frequently required for books not suitable for general circulation, or in order to prevent needless wear on valuable books if wanted for trivial reasons."

In cases of suspected theft, several libraries report that social workers sometimes give assistance in verifying addresses, reporting on home conditions, and returning any books which they find in homes visited. When the evidence against a person is sufficient, many libraries occasionally make investigation at his home if admission can be gained. In some cases, Detroit and Seattle have obtained search warrants, and others have sometimes made a search of the premises occupied by a person against whom thefts have been proved.

Minor thefts are usually not prosecuted, the reports indicate, but are punished by the temporary or permanent withdrawal of library privileges, and in some cases by a fine for damage to the books. Detroit and Salt Lake City usually impose a fine in preference to withdrawal of privileges. New York, on the other hand, will accept no payment in connection with theft or wilful mutilation except as ordered in restitution by the courts.

Several libraries report the occasional co-operation of the police department in tracing thefts. A few report that cases have sometimes been prosecuted when the evidence was suffi-

cient. New York reports that no help is given in tracing a theft, but that excellent help is given in prosecution, and that of sixty-five cases that have been prosecuted in the criminal courts, a conviction has been secured in all. Other libraries report a few prosecutions in the last five years: Brooklyn, about twelve; Cincinnati, about ten; Detroit and Washington, four or five; Chicago three; and several others one each. St. Joseph reports three prosecutions for mutilation of books.

Contagious diseases.—In most of the larger cities the library is notified by the health office of all contagious diseases. In many libraries these notices are received daily, by telephone or mail, and in others once a week or at less frequent intervals. Only a few of the small libraries receive such notices with any regularity, if at all. In Cincinnati physicians are given printed cards by the health department, which they fill out and send to the library. These cards provide spaces for the borrower's name and card number, the call numbers of the books which he has from the library, and the date when they are due. In St. Louis similar notices, on postcards, are mailed by the health officers who post the contagion cards on the quarantined houses. These cards are clipped to the registration cards, to avoid sending overdue notices.

Many libraries check the lists of quarantined cases with their registration files, but only a few, among which are Dayton, Detroit, Evansville, and Terre Haute, look through the charging tray for books which may be in circulation in quarantined families, or, as in Washington, for books reported found by the health officer in houses which have been placed under quarantine. Some consult the lists before sending overdue notices. Atlanta, Binghamton, Buffalo, Green Bay, Louisville, Minneapolis, Omaha and San Diego send a notice to all names on the contagion lists, regardless of

whether they are library borrowers, giving information about the disposition to be made of books which have been exposed to contagion. Other libraries send such notices only to people whose names are found in their registration files. These notices sometimes request the borrower to keep all library books then in his possession until the quarantine is lifted, and then to return them to the library. A request that the books be carefully wrapped and labeled is added by some. Sometimes the borrower is asked to notify the library of the titles of the books which he has from the library. Sometimes he is instructed to give the books to the health officer.

In several cities the health department decides what disposition shall be made of books that have been exposed to contagion. In Toledo, for example, the health department takes all library books from quarantined houses, destroys some, and returns any that are considered safe for further use. In Bridgeport the health officer takes all books and notifies the library to call at his office for them after disinfection. In Detroit an officer or a nurse employed by the board of health wraps and seals all books and sends them to the library; decision as to which books shall be destroyed is made by the health officer. In Syracuse, and several other cities, books which have been exposed to infection from certain diseases are sent to the city hospital for use in the wards where these diseases are being treated.

When books are disinfected at the library, various methods are used. Many libraries simply expose to sun and air, for a certain length of time, all books which have been exposed to contagion. Others place their reliance on formaldehyde, or sulphur, or black manganese and muriatic acid in zinc containers. In many libraries there is no disinfection, other than that which is given by the health department before the quarantine is lifted.

A few libraries, including Atlanta, Jersey City, and Salt Lake City, usually destroy all books which have been exposed to contagion. In Des Moines a municipal law requires that all public library books in quarantined houses shall be destroyed by the health officer. In Toledo and in Williamsport, likewise, the health officer destroys all books which have been exposed to "major" contagious diseases. Most libraries destroy only books that have been exposed to diseases which are considered especially contagious. Some destroy none, but rely entirely on disinfection. In all but a very few libraries borrowers are not required to pay for books that are destroyed because of contagion. Two libraries alone report that payment is required, and eleven require payment of half the value of the books.

Reports from several libraries apparently indicate a tendency to consider fumigation of less importance and less value than formerly. New York reports that the health department regulations frequently change, and that there is a tendency to discontinue fumigation except after smallpox and typhus. In New Haven and in Gary the health officers have discontinued notifying the library of quarantined cases, holding that the danger of transmission of disease by books is negligible. In several other cities, notwithstanding similar opinions, the libraries still disinfect the books "to satisfy the public mind." Thus Rochester reports that "state and city authorities say that by the time the quarantine is removed from the house books will not carry any infection; therefore no stringent methods are observed; but books are still disinfected because we feel that the public is more comfortable knowing that it is done." In New Rochelle contagion notices are not sent to the library, because the health board and the physicians consider it unnecessary, but when borrowers notify the library that their books have been ex-

posed to contagion, formaldehyde candles are burned "to satisfy those who still believe in fumigation." Pomona has "abandoned anxious care as to disinfection," but books are sometimes left in the sun for a week "to satisfy the unconvinced."

Syracuse Public Library has a card for distribution, which reads as follows:

BOOKS AND GERMS

Many persons wonder if library books carry disease.

The Public Library takes careful precautions to prevent this. When our books have been exposed to specially dangerous communicable diseases we give them to the City Hospital, where these diseases are treated. Once there, they never return.

During the infantile paralysis epidemic all of the books in the young people's department, many thousand of them, were fumigated by formaldehyde gas.

It is the opinion of Dr. Richard Cabot, and of other first-class authorities, that exposure to sunlight is better than fumigation. Dr. O. W. H. Mitchell, Commissioner of Health of the City of Syracuse, says, "It is my opinion that very little danger exists from books and papers which have been in rooms or houses where communicable diseases have existed. If the books or papers have actually been handled by the person diseased I think it a wise precaution to use some method of disinfection."

Dr. Mitchell recommends exposure of such books to direct sunlight with the leaves open so that air can enter freely.

The Library has established a disinfecting place for books on a roof of the Carnegie Building. All books which have been in houses where such diseases as measles, mumps and chicken pox have been found, whether in the sick room or not, will be given two weeks' exposure to sunlight and air. Those that have been exposed to the more dangerous diseases will be given to the City Hospital.

In Minneapolis books which have been exposed to smallpox or diphtheria are still fumigated, but other disinfectant measures have been discontinued, on the strength of the following opinion, which was officially given the library by the

city's Commissioner of Public Health, Dr. Francis E. Harrington.

There is practically no danger of the spread of a communicable disease from a book used by a person suffering from a communicable disease to another person. I say practically because I recognize the fact that human agencies are never 100 per cent. perfect but in instances of library books the danger is negligible and does not in my judgment justify the cost of fumigation which rarely, if ever, is of any value, or the cost of destroying books. On the other hand no person from a quarantined home has any right to return a library book or to be off of the premises unless they can present a written certificate from the Commissioner of Public Health. Should a person from a quarantined home be released from the quarantine on certificate from the Division of Public Health and return a book to the Public Library it is my judgment that this book would not be a source of infection to others and need not be destroyed and can not be fumigated.

Every communicable disease excepting measles and tuberculosis is quarantined by placard and the placard maintained as long as danger of the spread of this disease exists. It certainly seems to me that it is the duty of any citizen and especially a public servant to notify the Division of Public Health of any quarantine violation and if in your judgment there is any danger from the books returned from a quarantined home there is one hundred times more danger from contact in the library building with the person returning these books unless they have been properly released from quarantine. The infection, if any, existing in a book will more rapidly die out than will the infection in the person who comes in contact in five minutes in the library building.

V. BORROWERS' PRIVILEGES

The number of books which a borrower may have at one time is unlimited in approximately one-fourth of the libraries in Class A and one-third of those in Class B, and a few others permit him to borrow any number within indefinite "reasonable" limits. Among the smaller libraries approximately two-thirds have no definite limitation of number.

Only a very few reports mention the regulation which was formerly so frequently heard, "two books, of which only one may be fiction." Only seven libraries among forty-eight in Class A place the limit at less than five books; only five among fifty-seven in Class B, and only twenty-three among 154 in Class C. Limitations in other libraries vary from five to fifteen.

With few exceptions, however, even when the total number of books is unlimited, the borrower is restricted in the number of recent fiction which he may have at one time. Exceptions to this include Atlanta, where the borrower may have ten free books of any kind, plus an unlimited number of pay copies; Memphis, Riverside, and Stockton, Calif., where there are no restrictions as to number; and a few smaller libraries. In several others any number "within reasonable limits" may be borrowed. Detroit restricts the number of books of fiction to five (in some of the branches recent fiction is limited to two), but will lend any reasonable number of non-fiction. Knoxville will lend three books, of any class, and Los Angeles five. Toledo will lend ten books, of which four may be free copies of fiction, and as many from the pay collection as the borrower may want. A large majority, however, will issue only one or two free copies of recent fiction. In some libraries there are further restrictions on the number of works of older fiction which may be had at one time, a few restricting the borrower to one, and others to two, but in most libraries the older fiction is limited only by the restrictions as to the total number of books of any class.

Nearly all of the larger libraries, and many of the smaller, circulate current numbers of certain periodicals. Usually only one will be issued on one card, but several will issue two or three and a few have no definite limit.

In more than half of the libraries reporting books are lent for fourteen days, with the exception of recent fiction, which is usually limited to seven days, and current periodicals, which are usually issued for three, four, or seven days. A few, including Atlanta, Gary, New Haven, and Syracuse, issue all adult books (not including current magazines) for fourteen days. In several others (9 in Class A, 13 in Class B, and 13 in Class C) new fiction is lent for seven days, older fiction for fourteen, and some or all non-fiction, excepting the very new and popular, for twenty-eight days. In others a period of twenty-eight days or a calendar month has been adopted for all books except recent fiction and other very popular books. Among these, with a seven-day period for the recent fiction and for new non-fiction which is in great demand, are Decatur, East Orange, Indianapolis, Kalamazoo, Kansas City, Omaha, Saginaw, Somerville, Stockton, Calif., and Troy. In Detroit and Utica recent fiction and other books in great demand are issued for fourteen days; all other books in Detroit are lent for twenty-eight days and in Utica for one calendar month. The twenty-eight day period has been adopted by only a few of the smaller libraries.

In charging books, the date due is recorded in 63 per cent. of the libraries reporting, and the date of issue in 37 per cent.

Mail-order loans.—Approximately one-fourth of all the libraries reporting state that books will be sent to borrowers by mail or express, at the expense of the borrower for transportation. Many others report that books are occasionally sent, under special circumstances. Others will send to invalids or blind people, or to non-resident borrowers or to residents who are away from home. Many state that no books are sent in this way, but the replies do not indicate whether

this is due to a fixed policy, definitely prohibiting what may be called a mail-order business, or merely to lack of definite provision for such loans. On the other hand, of the libraries which state that books will be mailed to any borrower on request, very few indicate that the privilege is used to a great extent, and many state that its use is slight.

Books which are sent by mail are in most cases sent prepaid, subject to re-imbursement, but in some libraries the borrower is required to pay the postage in advance, or to make a deposit which may be drawn on as needed. Portland, Ore. requires pre-payment of the postage, plus five cents for a "wrapping charge." Mason City, Ia., charges fifteen cents, to cover the postage and the wrapping. Several small libraries pay the postage one way.

Among the libraries which require a deposit, usually not less than one dollar, if the borrower expects to use the privilege regularly, are Chicago, Seattle, and Washington. In Chicago the mail service is available to any registered borrower; in Seattle, only to non-resident borrowers; in Washington, only to resident borrowers during the summer vacation season or to invalids who are unable to come to the library. The systems used in these libraries are described as follows:

In Chicago the general library card is taken up, and two parcel post cards of different colors are issued. A "subscriber's receipt card" (3″ x 5″) to be used by the borrower when requesting books, is substantially the same as shown below:

REG. No ——— _____ _____

NAME ADDRESS

1 1 1 1 1 1 1 1 1

Parcel Post Service — Subscriber's Receipt Card

☞ THIS CARD MUST ACCOMPANY ALL ORDERS ☜

Receipt is hereby acknowledged of One Dollar deposited by above mentioned cardholder to cover cost of mailing books by Parcel Post from the CHICAGO PUBLIC LIBRARY.

All risks in transportation are assumed by the borrower, and the rules of the Library govern all transactions.

No shipments made unless this card accompanies order.

Any unexpended balance on deposit refunded to depositor on application.

Date. . ... . .192..... *Unpunched figures show credit balance*

4 4 4 4 4 5 5 5 5 5

1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 3 3 3

On the back of this card are ruled spaces for the dates of loans to be recorded.

A card of the same size and with the same marginal figures is retained at the library, in an envelope on which is recorded the borrower's name, address, and card number, the dates of shipments, and the amount of postage on each. This card contains a statement of the conditions and rules governing the parcel post service, with space for the borrower's signature in acceptance thereof.

Requests for books are filled in the parcel post division of the library. Five books at a time may be obtained on a general card, and fifteen on a teacher's card. Books will be reserved at the borrower's request, and will be shipped as soon as available. Two printed mailing tags are used, one on the outgoing package and one enclosed with the books for use on the return shipment. The packages are not insured, but only one package has been lost since the service was begun in 1914. Parcel post borrowers now number 167, of whom 25 are residents of Chicago and 142 are non-residents. The circulation in 1924 was 1,003 volumes.

In Washington the method is similar, in most essentials, to

the Chicago system. Two receipt cards of different colors are signed by the applicant, giving his name, permanent address, and summer address. One card is mailed with the books, with the amount of postage checked off. The other card, duplicating this record, is kept at the library, in an envelope bearing the name, address, and card number of the borrower, and containing the money still unexpended from the deposit.

In Seattle any non-resident borrower may leave his reader's card at the library and deposit one dollar to cover postage. Overdue fines are also deducted from the deposit unless they are more than twenty cents. Receipts for the deposit are made out in triplicate, one for the auditor, one for the circulation department, and one for the reader. An account for each borrower is kept on cards, on which the dates and amounts of deposits are recorded in red, and the dates and amounts of disbursements in black. When books are mailed, a post-card notice is also sent, giving the author and title of each book and the date when the books should be returned. The borrower is notified when his deposit is nearly exhausted. Books requested are reserved, if not in, and are sent as soon as possible. Fifty-one borrowers are now using the mail service, and 582 books were issued in 1924.

Commercial messenger service, at the borrower's expense, is occasionally used by several small libraries, but the reports do not indicate that its use is either very frequent or very regular. In St. Louis a district telegraph service was formerly used, but has been practically superseded by parcel post service, which is used very largely by blind readers. Mail service is operated also in connection with the reserve system, so that a borrower may have his name put on the waiting list for a book with the understanding that it will be sent to him as soon as it comes in. This eliminates the usual

postcard notification and the consequent delay of one or two days. A deposit is required to cover the cost of such service. The system has been widely advertised, but without much result.

Instead of commercial messenger service, East Orange employs a school boy, who uses his own bicycle and is paid nothing by the library, but is permitted to charge a fee of ten cents for the delivery of five books or less, or fifteen cents for the delivery and return of books on the same trip. This messenger also collects fines for the library on overdue books which are given him for return. The service covers the entire city, operating almost exclusively from the main library, though occasional requests at the branches are met, on the same terms, by the regular branch messengers, who make daily trips between the branch and the main library. To be filled on the same day, requests must be received at the library, by mail or by telephone, before 1 P. M. There are often as many as three or four requests in a day, and on the whole the system has been found very satisfactory.

A similar system is used by the People's Library of Newport, R. I. At Glens Falls, N. Y., the Crandall Public Library is given service by boy scouts in delivering books to shut-ins.

In county libraries mail service is not restricted to books mailed to branches, to meet requests made there, but books are frequently mailed direct to borrowers who do not have convenient access to a branch or station. Some libraries pay the postage both ways, some one way, and some send prepaid, subject to reimbursement.

Vacation privileges.—Special privileges are granted to borrowers who are going to be out of town for all or a part of the summer vacation season, in all but a very few of the libraries of more than 20,000 volumes, and in about five-

sixths of the smaller libraries. Many of the small libraries report that they have no demand for vacation privileges. In a few libraries there are no definitely formulated rules governing the vacation privilege, but special arrangements will ordinarily be made, on request, for borrowers who are going to be away. Usually, however, definite provisions are made, to cover both the length of the loan period and the number of books which may be borrowed on one card. These provisions show great variations.

The most usual loan period covers either the four months, June to September, or three of the summer months. Some libraries lend for periods varying from four weeks to three months; a few have no specified time limit; and a few issue the books for the period of the borrower's expected absence from the city. One library considers the books due when the schools open in the fall, and the borrower is not permitted to return them sooner without having them subject to the regular rate of fine for overdue books.

Many libraries will issue an unlimited number of books with the vacation privilege, and others "any reasonable number"; others place the limit at various numbers, from fifteen to six, and a few at less than six. There is sometimes a further limitation on the number of books of fiction which may be included in the whole number. Thus Cincinnati will issue six books, of which two may be fiction; Denver ten, of which four may be fiction; St. Paul ten, of which five may be fiction. Recent fiction and very popular books of non-fiction are usually not lent with the vacation privilege. A few libraries make more specific restrictions, excluding all books published within the last year, or all books of certain classes. Several state that all books are subject to recall at the end of the ordinary loan period if they are requested by other readers.

Some libraries refuse to ship books, and will issue them only if the borrower calls or sends for them. Usually, however, they will be sent by mail or express, either at the beginning of the borrower's vacation or later, in exchange for others which have been returned. The most usual method of shipping is by parcel post, subject to re-imbursement, but several libraries, including Brookline, Detroit, Indianapolis, St. Paul, Seattle, Syracuse, Tacoma, and Washington, require a deposit, usually not less than one dollar, to cover the postage. A few, including Kalamazoo, Kansas City, and St. Louis, require that postage be prepaid.

Renewal privilege.—Under certain restrictions, books may be renewed at the end of the period for which they were first issued, in all but a few libraries, most of which have lengthened the loan period. Ordinarily seven-day fiction, other books which are in great demand, and books that have been reserved, are not renewable. In some libraries, including Galveston, New Haven, and Salt Lake City, no fiction, as a rule, will be renewed. With these exceptions, one renewal is permitted in most of the libraries reporting, including some which have lengthened the loan period from fourteen to twenty-eight days. New York, Riverside, and several smaller libraries, will renew twice, or perhaps more than twice. Worcester will renew fiction once and non-fiction several times. Riverside will renew indefinitely, if the books are not in demand by other readers, and Savannah will renew indefinitely most non-fiction. In Bridgewater, Mass., books on special students' cards are renewed automatically as they fall due, unless another reader is waiting for them. In Sedalia, Mo., books on teachers' cards are renewed automatically once, and will be renewed again on request.

With very few exceptions, all the libraries reporting per-

mit the renewal of books by telephone, or, with still fewer exceptions, by mail. Indianapolis, Joliet, Memphis, Salem, Mass., and Troy, N. Y., require that books be brought to the library to be renewed. At Indianapolis this is because most books are issued for thirty days and there is not much need for renewals except on seven-day high school reference books; books borrowed from the children's room for fourteen days may be renewed by telephone. Renewal over the telephone was discontinued in Troy because it caused confusion, and the twenty-eight day loan period was considered equivalent to one renewal. Joliet reports that renewals by telephone cause mistakes, and borrowers often renew books they have finished with in order to avoid an overdue charge; hence books are renewed only if the books themselves are brought to the library, or if the borrower's card is presented with full information concerning the author, title, number and date. Nashville requires that the borrower's card be brought or sent to the library.

Several methods are used for indicating renewals in the charging tray when the renewal is made without the reader's card or the book. Practice in general is rather evenly divided between the first two methods cited below, with many, however, using the third, or some other, method.

(1) Book cards are placed in a separate file of renewals, stamped with the date of reissue or with the new date due. This is reported by Bridgeport, Los Angeles, Louisville, New York, Portland, Ore., Seattle, Tacoma, Utica, and others.

(2) Renewal cards are made, giving the call number, and perhaps the author and title, the date of original issue, and the date of renewal or the new date due. These renewal cards are filed in the circulation tray, usually under the original date but sometimes in a separate file, and the book

cards are re-stamped and filed under the new date. This method is reported by Brooklyn, Evansville, Gary, Washington, Waterbury, and others.

(3) The book card, stamped with the new date, is left in the circulation tray under the original date. This is done by Atlanta, Chicago, Cincinnati, Des Moines, New Orleans, St. Louis, and others.

Various other methods are reported, each with a few adherents. Some use clips or rubber bands on the book cards to indicate that the books have been renewed; others use colored cards or slips, clipped to the book cards; several of the small libraries stamp the book cards with the new date, and ask the borrower to change the date to correspond on the dating slip and on his card.

Renewals are counted in the circulation by all the libraries reporting, with a very few exceptions. They are not counted by Wilmington, Del., and by thirty smaller libraries. Houston and Stockton, Calif., count them in the circulation if the book is presented at the library for renewal, but not if the request is received by telephone or by mail.

An inquiry into the percentage of renewals in the circulation was made by Rockford, Ill., covering a period of four months. During this period the renewals constituted 3.8 per cent. of the adult circulation and 1.2 per cent. of the juvenile. Renewals by telephone were not permitted.

Most of the libraries which do not permit renewals have abolished the privilege because of a lengthened loan period. Among these are Bangor, Me., Council Bluffs., Decatur, Ill., Detroit, East St. Louis, Ill., Omaha, Pomona, Calif., St. Joseph, and St. Paul. Several others, including Kalamazoo, Muskegon, and Savannah, have lengthened the loan period but still permit one renewal or more.

The results of the lengthened loan period have apparently

not been uniform. Detroit and St. Joseph report that both circulation and overdue fines have been increased. East St. Louis reports an increase in circulation but a decrease in overdues. Council Bluffs reports no appreciable effect on either. Sioux Falls reports a loss of 500 in circulation in one month after the loan period, on non-fiction alone, was lengthened to twenty-eight days. Decatur finds the lengthened loan period a convenience both to the borrowers and to the staff. Beverly, Mass., tried a lengthened period, but found that borrowers became careless. Des Moines likewise discontinued the lengthened period, because borrowers frequently admitted that they kept books so long that they forgot they had them.

Special privileges.—Nearly three-fourths of the libraries reporting grant special privileges of various kinds to teachers, students, ministers, club women, social workers, research workers, writers, or other special classes. The special privilege generally consists of a lengthened loan period, or an increase in the number of books which may be borrowed or in the number of renewals which will be permitted. Several libraries report that no special privileges are granted, as the privileges offered everyone are liberal enough to permit all borrowers to obtain as many books as they need, and to keep them long enough for all legitimate purposes.

The following reports illustrate the nature of the privileges often granted. Detroit and Kalamazoo grant special privileges to anyone who is engaged in serious study; Washington, to officials of the Federal or the District Government; Cincinnati, to "discussion clubs" and reading circles; Portland, Ore., issues books to traveling men for a period of three months and also gives special privileges to teachers and social workers; Seattle lends for an indefinite period books taken by men on cruises. Gary does not charge fines on non-fiction

kept overtime by ministers. A few report that special privileges are given to fellow librarians and the library trustees.

Restrictions.—Most libraries curtail the ordinary privileges when there is an unusual demand for a book or for books on certain subjects or of certain classes, such as holiday material, books for required reading or other assigned school work, debates, and club programs. The restrictions may take the form of a shortened loan period, or of making the material temporarily reference (see pages 100-104). Utica shortens the loan period on a book whenever there are five or more reserves for it on file.

Books that are usually available only for restricted circulation include fiction or other literature which is not considered desirable for open shelves, books on sex hygiene, medical books, some art books, and books which are rare or of great value. Most of the small libraries and many of medium size, but only a very few of the larger, report that they have no books for restricted circulation.

Requests for restricted books are usually referred to the head of the circulation department or are left to the discretion of the desk assistant. A few shelve the books in the librarian's office, and they are issued only with the librarian's permission. Three libraries issue them only with permission of some member of the library board.

Various methods are used for indicating restricted books in the catalog. In most libraries some symbol is prefixed to the call number, either a star, a double asterisk, a triple asterisk, an R, Ref., Office, or some other device. Several, however, do not indicate the location of the books on the catalog cards.

Reserves.—Books will be reserved for borrowers on request in all but a very few of the libraries of more than 20,000 volumes, and in approximately two-thirds of the

smaller. Several of the small libraries reserve only occasionally, and do not advertise or encourage the practice; a few reserve only for school use or for club purposes. Two libraries in Class C have discontinued the reserve system, one merely reporting that it was found unsatisfactory in a small library, and the other that the process of making the necessary search and records was too costly in time.

A few libraries limit the number of books which a borrower may have reserved at one time. Some place the limit at one, others at two, three, or four. Houston will reserve only two books of fiction, and Nashville only one seven-day book, at a time. Most of the reports state that there is no way in which the rule can be enforced, if the borrower leaves the requests at different times, but that the restrictions on the number of books which may be borrowed on one card serves as a check, supplementing the borrower's sense of fairness. St. Louis reports that the borrower is always questioned when a reserve is left, and an assistant sometimes investigates; if too many are left only two are looked up, and others are disregarded until the first are filled. Two libraries in Class C require the borrower to give up the use of his card until the book reserved for him is available, and a slip, bearing the title of the reserved book, is attached to his card.

Approximately two-thirds of the reports state that there are no classes of book which will not be reserved. The class most frequently mentioned as not subject to reserve is seven-day fiction. Many reserve free copies of recent fiction, but not the pay copies; a few reserve pay copies but not the free. Several reserve no fiction at all; others reserve no fiction except pay copies; a few reserve no books at all except those in the pay collection. One will reserve no new fiction titles, and another will reserve none that are not new.

No charge is made for reserves in nearly one-third of the

libraries in Class C and more than half of those in Class D. The following larger libraries also make no charge: Albany, N. Y., Evansville, Flint, Gary, Indianapolis, New Bedford, Newton, Mass., Oakland, Sacramento, Santa Barbara, Scranton, Somerville, and Utica. Of these thirteen libraries, eight reserve no fiction, and five reserve no seven-day books.

In all others a charge is made; 164 libraries charge two cents, and 128 charge one. A few, including Brooklyn, Salt Lake City, Seattle, Tacoma, and thirty-three smaller libraries, charge five cents for all reserves. Beyond this, enumeration and classification of the charges become difficult. The following variations are illustrative, but not exhaustive: Los Angeles, 5 cents for pay fiction and 2 cents for all others; Pomona, 10 cents for new fiction and 5 cents on other books; Racine, 10 cents for all fiction except titles on any high school reading list, and 2 cents on all other books and on magazines; San Diego, 5 cents for fiction, 2 cents for books on the "inspection shelf," and nothing on other books; Stockton, Calif., 25 cents for fiction, 10 cents for unbound fiction magazines, and nothing on other literature. Several others charge nothing for reserving non-fiction, but charge for fiction at the following rates: Berkeley, 1 cent; Memphis and Toledo, 2 cents; Long Beach, East Orange, and Orange, N. J., 5 cents.

In many of the small libraries and a few of the larger the borrower is notified by telephone, instead of postcard, when the reserved book is available. One library charges one cent for this service, and another charges five cents; the others make no charge.

With about twenty exceptions all reports state that all the copies of a book are available for reservation. Detroit, Omaha, and Washington determine the number of copies that may be reserved by the number of reservations made.

Des Moines reserves all copies of non-fiction, but not all of fiction.

In general, the methods used in recording reserves are fundamentally much the same in most of the libraries reporting; in details, the differences are numerous. In approximately two-thirds of the whole number the reserves are taken on form postcards, which in some cases are filled out by the borrower but more frequently by one of the staff. When these are looked up, in the circulation tray and elsewhere, the reserves are indicated either by clipping the book cards or by attaching to each book card a slip indicating that the book is reserved. The reserve postals are filed together, sometimes by titles of the books, sometimes by authors or class numbers. St. Louis keeps two files, one by authors of the books and one by the borrowers' names.

In other libraries, approximately one-third of the whole number, the reserve postal is not made out until the book is available. Reserve slips, usually on a printed form, are made out when the requests are taken, giving the author, title, and number of the book, the name and address of the borrower, and the date the reserve is filed. These slips are then filed, by author or class number or title. In Des Moines and in Detroit a reserve card is filed in place of the book card in the charging tray, and the book card is placed in a separate file.

In most libraries the notation or slip which is attached to the book card merely signifies that the book is reserved, and the file of reserves, either postcards or reserve cards, is consulted when the book comes in, and notice is sent to the person whose name stands first on the waiting list. Some libraries place the names of the borrowers on the slip which is attached to the book card.

Reserved books are usually held for the borrower two or

three days, but several hold them only one day, some four days, and a few of the smaller libraries as long as a week, or, in two cases, two weeks. Most of the larger libraries keep a record of unfilled reserves until they are filled or until the borrowers have been notified that they can not be obtained. The notice to this effect is usually not sent until the search has been so thorough that it seems useless to continue it longer. A few report that the search is continued for a definite period, varying from one week to three months. Most of the reports state that decision is made, before notice is sent to the borrower, whether to replace the book with a new copy. Several state that they sometimes try to borrow the book if it is not possible or does not seem desirable to replace it.

VI. PAY COLLECTIONS

Approximately two-thirds of the libraries reporting, of more than 20,000 volumes, and approximately half of the smaller libraries, maintain a "rental" or "pay" collection, or, as it is probably more frequently called, a "duplicate pay collection." Among the libraries in which such a collection is not maintained are the following: Boston, Brookline, Buffalo, Cincinnati, Dayton, Des Moines, Evansville, Knoxville, New Bedford, New York, Oakland, Pittsburgh, Rochester, Sacramento, San Francisco, Scranton, Somerville, and Utica. Knoxville and Evansville report that "we are strongly opposed in principle to such a collection." In Des Moines and in Scranton, likewise, the trustees are opposed to the idea, and in Somerville the city solicitor has ruled against its legality.

In several other libraries a pay collection was formerly maintained, but has been discontinued for various reasons, which are brought out in the following reports. In Wil-

mington, Del., the collection was discontinued primarily because it was not a popular feature in the new building. New Rochelle, N. Y., reports that the collection was not very popular, and that there was confusion in finances, and also that an increase in the appropriation for books made the pay collection seem unnecessary; Superior, Wis., that it did not pay for itself, and that it met with the disapproval of some people; Missoula, Mont., that it was difficult to dispose of duplicates after their popularity had waned; Tampa, that the collection did not pay for the work it involved, and was abandoned when the appropriation was large enough to provide an adequate supply of the new books. At Hibbing, Minn., the pay collection was discontinued at the request of the city council, on the ground that the public should not be permitted to buy privileges in a tax-supported institution.

Several other libraries report that there have been some criticisms of the pay collection. The New Britain (Conn.) Institute Library reports that the right of the library to charge a fee was questioned, and that the pay collection is now operated under the name of the New Britain Book Club, and the accounts are kept separate. In Melrose, Mass., objections were removed when it was understood that the pay collection was strictly a duplicate collection, containing no titles which were not available also without charge. Winston-Salem, N. C., reports that no objections have been made since the policy was adopted of using all rental receipts for the purchase of new books for the pay collection.

For a court decision in Providence, R. I., upholding the legality of a pay collection, see *Library Journal,* 50:580. In South Dakota the state law authorizes public library trustees "to place certain books upon a pay shelf, for the use of which a reasonable charge may be made."

Purchases for pay collection.—In nearly all of the

larger libraries the pay collection includes no titles which are not available also, for free circulation, in the main collection. The only exceptions to this reported by libraries of more than 50,000 volumes are Chattanooga (occasionally); Evanston; Indianapolis (at branches); Joliet, Ill. (eventually both collections have the same titles, but not always on first purchase); Orange, N. J.; Madison, Wis. (at branch); Riverside (occasionally); San Antonio; San Diego (occasionally); Terre Haute (occasionally); and Troy, N. Y.

Among the smaller libraries the pay collection is more frequently not a duplicate collection. Nearly half of the libraries of from 20,000 to 50,000 volumes, and nearly all of less than 20,000 which operate a pay collection report that it contains some titles which are not placed at once in the free collection. In many of the smaller libraries the pay collection is made up in large part, if not entirely, of titles that are not in the general collection. Montclair, N. J., for instance, reports that at present there are free copies of probably not more than 10 per cent. of the pay collection titles, but that as soon as possible all pay collection titles will be duplicates. La Crosse, Wis., states that in the last few years very little fiction, except popular reprints, has been bought for the free collection, and the pay collection is depended on to supply new fiction. Similar reports are made by many others. Marysville, Calif., San Anselmo, Calif., and Thomasville, Ga., put all new books, both fiction and non-fiction, in the pay collection, to be transferred to the general collection after they have paid for themselves.

In libraries where the collection is strictly a duplicate collection, the usual ratio between the number of free copies and the number of pay copies varies greatly in different libraries. Probably no libraries have any definite rule or inflexible

ratio, and in most libraries not all new fiction titles that are purchased for the main collection are added to the pay collection. In St. Louis the usual ratio is three pay copies to five free copies. In some libraries, as in Chicago, Indianapolis, St. Paul, and San Diego, the usual ratio is one pay copy for every two to four free copies; in others, as at Kansas City, Los Angeles, Salt Lake City, and Toledo, the reverse ratio is reported, from two to four pay copies for every free copy. Others buy in approximately equal numbers on the first purchase, and let the demand govern later purchases. Thus Birmingham usually buys one copy for each collection, and increases the pay copies if the book is popular; Seattle usually buys in equal numbers on the original order; if necessary to add more free copies to meet reserves an equal number is usually added to the duplicate collection. Berkeley generally buys in equal numbers for both collections. Denver usually buys equally, but with inferior fiction or books for which the demand is uncertain more copies are put in the pay collection at the start.

Many of the larger libraries, and a few of the smaller, report that non-fiction titles are sometimes placed in the pay collection, but most of the reports indicate that this is done only occasionally, for some of the new titles which are in very active demand. Duplicate copies of some current periodicals are purchased for the pay collection at East Orange and at Washington, and to a very limited extent in several small libraries.

Most of the large libraries have pay collections at some or all of the larger branches, and several, including Berkeley, Bridgeport, and Washington, at all branches.

Several libraries have separate funds, made possible by a gift or a loan, for the purchase of pay collection books. The James V. Brown Library, for instance, at Williamsport, Pa.,

began its collection with a borrowed capital of $200, which was repaid from the rental receipts. Books are placed in the general collection when withdrawn from the pay collection, and are recorded in the year's accessions as gifts. Receipts are not added to the library's funds at all, and are used to buy new books for the pay collection. No books, however, are bought for this collection which are not available also in the free collection. Similar funds, started by gifts, are reported by Circleville, Ohio, and Glens Falls, N. Y. Neither of these is a duplicate collection. At Glens Falls, after a duplicate pay shelf had been maintained for several years an independent pay shelf was established by a subscription of $500 from citizens. When the books have paid for themselves they are given to the general collection. All receipts are used for the purchase of new titles for the pay collection.

Charges and receipts.—The most general rental charges for pay collection books are 5 cents a week (reported by 191 libraries) or 2 cents a day (reported by 146). In 45 libraries the charge is 1 cent a day, and in 47 it is 10 cents a week. Other variations are as follows: Gary charges 5 cents a day; Chicago, 5 cents a day for the first three days; and 2 cents for each day thereafter; Wilkes-Barre, 5 cents a week for fiction and 10 cents for non-fiction; Kansas City, 10 cents a week for fiction and 25 cents, for two weeks, for non-fiction. Chattanooga makes no charge for the first two days, and charges two cents a day thereafter. In most of the libraries reporting the charges are less than in local circulating libraries which are maintained for profit.

Rental receipts, in most libraries, are added to the library's general funds (reported by 143), or to the general book funds (reported by 182). Many, however, use the receipts only for the purchase of new books for the pay collection (reported by 130).

Pay collection books are in most libraries considered as overdue if kept longer than a definite period, and overdue notices are sent as for books from the general collection. Detroit, Muskegon, and Nashville send "reminders," rather than overdue notices in the usual sense; Cedar Rapids and Springfield, Ill., send notices only when the books are long overdue, and Queens Borough, N. Y., sends no notices at all.

With very few exceptions, pay books are charged on the regular borrower's card. A special rental card, for borrowers who want to use the pay collection, is used in Chicago and Terre Haute. Several, including Louisville and Nashville, record the borrower's name and address, or his registration number, on the book card. In most libraries the number of pay books which a person may borrow at one time is not limited. Santa Barbara limits to one book; Evanston, Minneapolis, San Antonio, and San Diego, to two; Birmingham and St. Paul, to three.

Most of the reports state that the pay collection is watched rather closely, to ensure withdrawal of books at the proper time. Some go over the collection once a month or oftener, or at irregular times. Seattle keeps daily check by watching the pay copies as they are returned. Ordinarily books withdrawn from the pay collection are transferred to the general collection if they are still popular enough to be needed there. A few libraries have a definite time for transfer: Bridgeport and Riverside after six months, Detroit after one year. St. Paul transfers a book when it has a little more than paid for itself or whenever, in view of the demand, transfer seems desirable. Most libraries, however, transfer to the free collection only when the book has paid for itself, perhaps plus a small margin to cover the loss on less popular books, or when it becomes apparent that it will never pay for itself. Only a few libraries (Brooklyn, Pomona, St. Louis, and San Diego) include the cost of re-binding in figuring the cost of a book.

VII. PICTURE COLLECTIONS

A picture collection is maintained in all but a very few of the libraries in Classes A and B; in considerably more than half of those in Class C; and in approximately one-third of those in Class D, although many of the smaller libraries indicate that their collections are very small, and consist mainly of clippings. Among the larger libraries which have no collections are Brooklyn (except collections of pictures clipped from magazines, in some of the branches), Knoxville, Poughkeepsie, Salem, Mass., and Scranton.

Most of the larger libraries keep the collection either in the reference department or in the art room. A few, among which are Evansville, Gary, Newton, Mass., and Washington, keep it in the adult circulation department, and a few, including Berkeley and Oakland, in the children's department. In the smaller libraries the collection is sometimes a part of the children's department, but is more frequently kept in either the reference room or the circulation department.

Many of the large libraries have supplementary collections either in the children's department or in the schools division, and in some or all of the branches. Indianapolis has in its art division a collection devoted exclusively to art subjects, containing copies of paintings in color, photographs of sculpture, architecture, furniture, etc.; in the teachers' room, or the school libraries division, a collection on all subjects useful in school work; in the business branch a collection especially for the use of commercial artists, printers, and advertisers. Minneapolis has a very large collection in the art department, a special collection in the children's department, and a small collection in most of the branches. St. Louis, in the reference room, has a collection of portraits, historical views, locality postals, and other pictures of a general nature;

in the art division, a large collection of prints, architecture, costume, design, and slides; in the teachers' room, a collection of material for class use.

Most of the larger collections contain reproductions of art masterpieces, in addition to the clippings from books, magazines, and other sources which make up the larger part of the smaller collections. Approximately half of the libraries reporting have some postcard views. Forty-one collections include lantern slides, and fifty include stereoscopic pictures. Special features of some of the larger picture collections are illustrated by the following reports.

Atlanta: Several collections such as Longmans' historical pictures, University prints, a set of European travel pictures, and architectural details of European buildings.

Berkeley: Some large scenic photographs; a collection of large oil-colored photographs; a collection of large European steamship-line posters in color, mounted on muslin, like maps, to roll; a few framed pictures, suitable for various grades, for lending to class rooms.

Minneapolis: Photographs and color prints for reference use, Arundel, Medici, etc., 1,500; for circulation, Seemann, Brown-Robertson, etc., 14,000; about 9,000 postcards; 18,000 lantern slides; and 4,450 stereographs. The collection contains also about 19,000 pictures cut from the National Geographic Magazine and other periodicals, mounted for circulation, and about 100,000 unmounted pictures.

Seattle: Japanese prints, etchings, engravings, photographs of architecture and sculpture.

Practically all of the county libraries reporting have picture collections, usually designed primarily for circulation among the schools and the branch libraries. Several, including Alameda, Butte, Imperial, and Plumas counties, in California, and Washington County, Md., have framed pictures

for use in the schools. Some of the schools have frames with detachable backs, so that pictures can be readily changed.

The largest use of the picture collection material, in most libraries, is among teachers, schools, and clubs. Art students, designers, dramatic organizations, decorators, commercial artists, advertising agencies, journalists, and printers are also mentioned by many, especially among the larger libraries where special attention has been given to developing the collection along these lines. The following extracts from reports are illustrative of the kinds of pictures most frequently called for to meet various purposes.

Berkeley: Schools of painting, Indians, furniture, Egypt, Bible stories, birds, sculpture, costume, California missions, Arctic regions, musicians, desert, illustrators.

Chicago: Industries, literature, history, biography, geography, costumes.

Detroit: Design, furniture, interiors, animals, architecture, birds, costume, portraits, paintings, sculpture, countries, manners and customs.

Minneapolis: The schools want pictures to illustrate literature (Idylls of the King, Lady of the Lake, Rip Van Winkle, etc.), and geography and history. Commercial designers want Christmas cards, first; after that, everything under the sun. In lantern slides the most popular sets are Minnesota birds, a wonderful collection of children's stories, national parks, and the sets on the Bible and the life of Christ (used by churches and Sunday schools).

New Haven: Reproductions of famous paintings, biography, birds, animals, flowers, and trees; illustrations of well-known books and of industries.

Portland, Ore.: In the art room, pictures of costume, design, birds, and animals; in the school department, of travel, geography, and history.

Ventura County, Calif.: Geographical pictures, and pictures that are suitable for display on school-room walls or in branches, such as illustrations of fairy tales, Mother Goose, etc.

Only a few libraries report that the material in their picture collections is entered either in the general catalog or in a separate catalog of the picture collection. In some of these the cataloging is limited to the more valuable material, and sometimes comprises only subject entries, or brief subject references to the picture collection. Brookline, for instance, in addition to a full author and subject catalog in the photograph department has in the main catalog a printed card, for entries under artists' names, which says: "Photographs of works by this artist are included in the photograph collection, which will be shown to anyone on application, with a full list of the pictures in the collection. Photographs may be taken out in addition to the regular number of books allowed." Several libraries have cards, with a brief multigraphed reference to the picture collection, on which the subject entry is filled in. The following reports illustrate various forms of simplified cataloging or indexing.

Cincinnati: Not cataloged, except lantern slides, which are classified the same as books. The shelf list brings out the subject side of the lantern slide collection.

Cleveland: A card index to the picture collection, and another, including title and subject entries, of pictures on subjects found in unexpected places, chiefly in books and magazines. This is simply a first-aid file, not a complete index. Most of the references have been incorporated in Frederick J. Shepard's *Index to illustrations* (A. L. A., 1924), which it supplements to date.

Indianapolis: A file of paintings, arranged by artists, is indexed by subject in a separate card index in the art division.

Los Angeles: All mounted pictures are indexed in a separate shelf-list.

New Haven: Not in catalog except in a very few cases. We have three classified lists; of mounted pictures, of photographs, and of famous paintings.

Portland, Ore.: Indexed by subject in art room.

Salt Lake City: Separate catalog in reference room.

Seattle: Separate catalog, of artists, titles, and subjects, for mounted pictures only.

A very few libraries report that pictures are not issued for use outside of the building. In most libraries the number which may be borrowed is not definitely limited unless on subjects for which there is a great demand. When limits are imposed, the number varies from ten or twelve to one hundred. Most libraries, apparently, try to lend any reasonable number that may be wanted, limiting the supply only as the demand may necessitate. The length of time for which pictures may be borrowed varies from one or two weeks to one month unless the demand makes a shorter period desirable. Often there is no definite time-limit.

Most collections contain both mounted and unmounted pictures. The vertical file is most extensively used for filing, with oversize pictures shelved flat in envelopes, on shelves or in shallow drawers. Some of the larger libraries have specially constructed cabinets or cases. Portland, Ore., has boxes, in the art department's collection, with fronts that can be lowered to form a table for sorting. Pictures are most generally arranged by subjects, although a classed arrangement is frequently used, especially for the more valuable material.

VIII. MUSIC

Approximately two-thirds of the libraries of more than

20,000 volumes, and several smaller libraries, report that they have collections of music. Among the collections of considerable size are the following.

Boston: The music division has about 15,000 volumes available for circulation and about the same number for reference. Sheet music is secured as needed, but preference is given to complete editions or volumes containing good selections. Books about music and musicians comprise about half of the circulating collection. A reference collection of phonograph records is being developed.

Buffalo: About 5,600 titles of sheet music, or 27,473 pieces, including duplicates of vocal and orchestral parts; also many collections, orchestral scores, opera scores, and librettos.

Chicago: Sheet music, 14,886; collections, 6,979; miniature orchestral scores, 129, and 25 full scores with separate parts for each instrument; opera scores, 941; librettos, 310.

Cleveland: Sheet music, 2,500; collections, 3,600; orchestral scores, 1,850. The scores include the Emil Ring memorial collection of 1,500 scores. The John Griswold White collection of Folk-lore and Orientalia contains a rich group of ballads and folk-songs, with much material on Oriental and primitive music.

Detroit: Sheet music, 3,937; collections, 5,507; orchestral scores, 904; anthems and choral works, 4,140; chamber music, 774. In the music room are also more than 2,500 books about music.

Forbes Library, Northampton, Mass.: Sheet music, 6,793; collections, 6,302; orchestral scores, 284.

Minneapolis: About 6,000 pieces of sheet music; about 3,100 collections. The clipping file contains about 2,200 folders, with approximately 20,000 items pertaining to music.

New Bedford: Sheet music, 6,551; collections, 1,298.

New York (Circulation Department): About 25,000 volumes in the branch libraries, including the special collection in the music library. This contains about 4,000 collections and about 600 orchestral scores. Sheet music as such is not circulated but is collected and bound by composers or subjects. The music library contains also about 2,000 books on musical subjects, in several languages; about 600 vocal scores of operas, cantatas, and oratorios; and a small collection of choruses, part-song and masses.

Oakland: Bound volumes, instrumental and vocal, 1,387; anthems and choral music, unbound, 22,967.

Among the libraries which have collections of phonograph records are Boston (220, a reference collection of classic orchestral and chamber music); Detroit (663), Forbes Library, Pomona, Santa Barbara, and Stockton, Calif. All of the county libraries reporting on music have collections of phonograph records, principally for educational use in the schools. Pianola records are reported by Birmingham (525), Evanston, Indianapolis (a few in the teachers' library), Richmond, Ind. (1,935), and St. Louis.

Most of the reports indicate that their collections are composed principally of "high-class music." Most of them, however, state that some of the best contemporary music is purchased, usually exclusive of "jazz." The following reports are illustrative.

Cleveland: Chiefly high-class music, but many of the best modern musical comedies are included. Popular music, when received as a gift, is added to the collection, and an effort is made to secure and preserve the popular music of other generations, for its historical interest

Indianapolis: We purchase only high-class music, but some of the more popular numbers have been added by gift.

Our collection of several hundred old popular songs, from 1850 to 1910, is entirely made up from gifts.

Minneapolis: We spend no money for popular, ephemeral music, but preserve for reference as future historical material such music of this character as we acquire by gift.

New York: Such popular ephemeral music as we collect is primarily for historical purposes.

The following reports illustrate various methods of binding or filing music:

Chicago: Each separate piece of sheet music is placed in manila paper covers with a tape hinge, and filed in dust-proof shelf boxes. Volumes of music are bound in colors to indicate the different classes, vocal, piano, violin, orchestral, etc.

Cleveland: Sheet music is sewn into manila covers and laid flat in specially prepared cloth-covered boxes, 18″ long, 13″ wide, 4″ high. These are kept on shelves 18″ wide. The music is arranged according to classification numbers. Collections of music are bound in cloth and shelved upright. Separate parts of orchestral scores are sewn into manila covers and all parts are put into a portfolio made of press board with flaps and ties. They are shelved upright, with the composer, title, and call number lettered on the back or on the front cover.

Detroit: Sheet music is bound in a tough, thick paper cover with a cloth back. For violin music the violin part is placed in a pocket on the back cover. These are shelved in boxes of the correct size, for which special shelving is provided. Collections of music and single numbers are bound and shelved like other books, on shelves divided by heavy upright supports into three or four spaces. Chamber music is kept in boxes, like those provided for sheet music, arranged according to classification. Orchestral parts are

kept in cloth portfolios, of the same color and style as the bound volumes of music and are shelved like other books. All the copies of each individual anthem or choral number are kept together in a heavy paper folder. These are kept in boxes of the correct size, similar to those for the sheet music, arranged according to classification. Phonograph records are filed in special cases according to classification.

Minneapolis: Sheet music is kept in a vertical file, with "flexifile" to keep the pieces standing. Bound volumes are shelved on 12″ shelving.

St. Louis: Sheet music is not kept in sheet form, but is assembled and bound by composer or form or instrument. Collections are shelved like books, but in fixed compartment shelving. Orchestral scores are shelved likewise, with the different parts held together by "pull fasteners." Pianola records are kept in their boxes, shelved in mass, as their titles are not recorded. When borrowed, they are charged merely by the number of rolls taken.

In San Diego County Free Library phonograph records are filed on shelves about 12½″ apart, with partitions about 2″ apart extending from the back to within 3″ of the front. The ledge in front is flat, but the shelf tips very slightly toward the back. In San Bernardino County Free Library they are filed in a solid wood case, with a door; the case is divided into compartments about 1½″ wide, to hold upright six records each. The division uprights are about ¼″ thick, cut in at center to facilitate removal of records from their cases. Space between shelves is 13″. All records are kept in heavy paper envelopes. Similar compartments are used in most of the other libraries reporting which have large collections of phonograph records.

Chapter II

REFERENCE WORK: PUBLIC LIBRARIES

I. ORGANIZATION

In many of the large libraries reference work is done in several different departments or divisions, where it is often combined with the circulation of books. Thus the Boston Public Library carries on both reference work and circulation in every important public department except the main circulation department. Detroit has special divisions of technology, fine arts, and music and drama, both reference and circulating, and a purely reference civics division. New York, in its reference department, has eighteen special reading rooms, in addition to the main reading room, none of which issue books for home use. In this report the term reference department denotes the general reference room, in distinction from special reference divisions.

Location of reference department.—How widely reference work is recognized as a distinct part of a public library's service, is indicated by the fact that even among the libraries of less than 20,000 volumes, more than 40 per cent. report that the reference room is separate from the circulation department in location. Separate location, however, may signify the occupancy of a room adjoining the circulation department; of a room closely adjacent; or of a room on another floor. When adjoining rooms are occupied, the degree of separation depends largely on the size of the rooms, the connection between them, and the consequent degree of separate supervision which is needed. In a small library the rooms may be separated only by low and perhaps movable

partitions or by low book-shelving, and hence can be administered virtually as one. In the large library two adjoining rooms may constitute two entirely separate departments.

In the absence of exact definitions, statistics can not be absolutely exact, but the following table indicates closely the prevalence of each plan of arrangement in public libraries of different sizes: Class A, more than 100,000 volumes; Class B, 50,000-100,000 volumes; Class C, 20,000-50,000 volumes; Class D, less than 20,000 volumes.

	Class A	Class B	Class C	Class D
Combined in one room	1	10	15	305
Adjoining or adjacent	38	39	128	224
On different floors	19	10	9	2
	58	59	152	531

With very few exceptions, in all the libraries where the circulating collection and the reference collection occupy the same room they are shelved in separate sections, so that each collection maintains its own identity. When the reference books and the circulating books are shelved together, an exception is usually made with the most general reference books. In Houston, for example, the most general books of reference, such as encyclopedias, year books, census reports, and indexes, are shelved together in a reference section, but other reference books are shelved with the circulating collection. A similar arrangement is reported by twenty-five smaller libraries.

In Brookline the principal reference books are shelved in an alcove, and some in locked cases, in the main open-shelf room. Reference copies of some books are shelved with the circulating collection. In a few other libraries of Class A the reference and the circulating books are partly combined in one room. At Evansville, for example, the rooms are not

entirely separate and there is some overlapping of the two collections. At Gary a part of the circulating collection, comprising history, travel, and biography, is shelved in the reference room. At Oakland the reference department is not for reference use alone, but has charge also of the non-fiction circulation. At Syracuse all art books, both reference and circulating, are in the same room; "and if we could extend the idea to the whole system, we would," the library reports. At Wilmington, Del., in one of the most recent of the large public library buildings, the main floor has no permanent partitions, but is somewhat sharply divided by pillars into three sections which are known as the reference room, the circulation room, and the magazine room. In the old building the reference department used the circulating books so much in its ordinary reference work that in planning the new building it was decided to combine the two collections to a great extent. All open-shelf books except fiction, literature, fine arts, and books for foreigners, are shelved in the reference department, where the purely reference books are shelved along the walls. "The plan works splendidly," the report states.

In Dayton an overcrowded building, with small reading room capacity and with no central book stack, has necessitated a division of the reference work, with duplication of many of the more important general books of reference and with a dictionary card catalog for each collection. The main reference room for adults, on the second floor, contains the public documents, newspapers, bound and current periodicals, and general reference books, and both the reference and the circulating books in the useful arts and the fine arts. On the first floor is a combined reference and circulation department for adults, containing all circulating books except in useful arts and fine arts, and a duplicate collection of the

most important general reference books; also a union catalog of adult books. This first-floor reference department constitutes an expansion of ordinary information desk service (see pages 104-10). The children's department and books for schools are in the basement, and high school work is cared for in an annex. This division of the work permits some specialization, and as the duplication of books barely meets the simultaneous demands of readers it is not considered wasteful.

Location of catalog.—Among nineteen libraries of more than 100,000 volumes where the circulation department and the reference department are on different floors, the main public catalog is on the circulation department floor in all except Buffalo, Chicago, and Pittsburgh. In Buffalo and in Pittsburgh the reference department contains the complete dictionary catalog of the books in all departments of the library, and the circulation department has a separate catalog which includes all circulating books, both adult and juvenile, and all reference copies of circulating books. In Chicago the public catalog adjoins the main reference room, and the open-shelf room has a separate catalog of the circulating collection.

Among sixteen libraries which report the reference room and the general public catalog on different floors, all but two have a catalog or a shelf list, either partial or complete, in the reference room, as is shown in the following reports. (These reports refer only to the main reference department, and not to catalogs made for special divisions.)

The official catalog of the library is kept in the reference department in Atlanta. At Pratt Institute Free Library the official catalog is in the catalog department, which connects the general reference room and the periodical reference and reading room. The public catalog is in the open-shelf room of the circulation department, on the first floor.

A duplicate catalog of the reference collection is kept at Grand Rapids, Jersey City, Nashville, San Diego, and Syracuse. In Salt Lake City the reference catalog, not duplicated, is kept in the reference department. For the practice at Dayton see above.

A duplicate catalog of the reference collection and of all circulating adult non-fiction is kept at St. Paul. At the Cossitt Library, in Memphis, reclassification and recataloging of the library is now being planned, in which provision will be made for a duplicate catalog for the reference department because of the distance between this and the public catalog.

Duplicate shelf lists of the reference collection are reported by Bridgeport and by Omaha.

Cincinnati has a duplicate author catalog in the general reference room, and in the adjoining study room a shelf list of the books shelved in that room.

Among the smaller libraries, separate catalogs of at least the reference books are kept by five libraries in Class B, among ten which report the reference department and the catalog on different floors, and by five among nine in Class C. El Paso, Tex., and Savannah, Ga., duplicate the catalog of all adult non-fiction.

The reference staff.—Approximately half of the libraries of more than 100,000 volumes report that the reference work is done entirely by a staff of assistants who give full time to this department. Among these are Birmingham, Brooklyn, Chicago, Detroit, Indianapolis, Louisville, and Portland, Ore., with full-time assistants varying from five to ten or more, and no part-time assistants. In many other libraries the main part of the work is done by a regular reference staff, supplemented by part-time service of other assistants. Pittsburgh, for example, reports eighteen full-time, three half-time, and six part-time people. In others the service is departmentalized to a slighter degree, and a

few report that all of the reference staff, with exception of the head of the department, give some time to other departments. Thus, in Atlanta, each member of the reference staff gives about two hours weekly to the circulation department.

A close union of reference work and circulation is reported by Berkeley, where the two departments are in adjoining rooms, but are combined administratively into one department, called the "Readers' Department." The staff of this department consists of a chief (the assistant librarian), three senior assistants, five junior assistants, one part-time assistant, and three part-time shelvers. The chief of the department and one senior assistant devote a major part of their time to reference work. One senior assistant devotes about one-fourth of her time to reference work, and acts as supervisor of the loan desk staff. Any of the professional assistants may be scheduled for reference duty at any time, and these assistants answer many reference questions. One assistant is usually scheduled for floor duty, to assist readers in the use of the library. Special duties are assigned to various members of the department. One is in charge of documents, for example, one of periodicals, one of publicity, and one of overdues. The department operates as a unit, however, and any assistant may be detailed to any duty according to the needs of the service.

A similar combination has been made at Sioux City, where the reference department and the circulation department occupy adjoining rooms, but for administrative purposes have been combined in one "Adult Department," with one head and one staff. In Muskegon, also, the two departments, which at present occupy the same room, have a staff which is largely interchangeable, but each department has its own head.

Among the smaller libraries the degree of flexibility

naturally increases, to the point where departmental distinctions are obliterated, and all members of the staff take part in all branches of the work. This is true especially during rush periods, when anyone who is available may be called upon to help, and in the evenings. Less than half of the libraries of from 50,000 to 100,000 volumes, and very few of the smaller, report that any members of the staff give full time to the reference department; in most of these there are not more than one or two, at most, who do not have regular assignments in other departments. Hence, in these libraries, a large part of the easier reference work is done by assistants who divide their time between this department and others. Thus, in Akron, the reference librarian supervises binding, and the assistant reference librarian gives some time to the catalog department. In Bangor one assistant gives full time, another gives twelve hours a week, and five others give two hours each a week.

Evening work at the reference desk is usually covered by the regular reference staff, so far as the size of the entire staff and the departmental organization of the library will permit. In all but the largest libraries, however, where the reference staff is large, some assistance from other departments is usually needed. In most of the small libraries, and in some of the larger where the reference room adjoins the circulation department, the evening reference work is frequently cared for from the loan desk. A separate evening staff for reference work is reported by several libraries, including Enoch Pratt Free Library, Cossitt Library in Memphis, and Toledo. At the Cossitt Library this arrangement is a temporary expedient, caused by shortage of workers. It is not considered satisfactory, for "it is difficult to obtain people, for evening work only, who are familiar with the library or with the requirements of library service." In Toledo the arrangement was first made because of extreme

shortage of staff. "Under existing circumstances the plan has worked reasonably well, but it is subject to the disadvantage that the day work and the night work are not sufficiently integrated, and that it is difficult for the evening worker to keep in touch with current additions of books, periodicals, and ephemeral material."

Specialized departments.—Organization of the reference work into two or more separate departments or divisions is reported by thirty-four libraries among sixty of more than 100,000 volumes, but by only five smaller libraries. Exclusive of New York, which has thirteen different departments or divisions, the highest number reported by one library is seven, in Cleveland. Five are reported by the Grosvenor Library in Buffalo, by Detroit, and by St. Paul. A classification of the reports shows twelve different subjects which are handled in special divisions in two or more libraries, exclusive of periodical and newspaper divisions (for which see pages 145-49), maps (see pages 141-45), and of teachers' reference rooms, which will be discussed in the third volume in connection with school reference work. These subjects, with the representation of each, are as follows:

Art: Boston; Chicago (arts and crafts); Cleveland; Des Moines; Detroit; Forbes Library, Northampton (music and art); Indianapolis (art and music); Kalamazoo; Louisville; Minneapolis; New Bedford; New Haven; New York; Portland, Ore.; Pratt Institute Free Library, Brooklyn; St. Louis; St. Paul; Seattle; Syracuse (art and science). [19]

Technology: Boston; Bridgeport; Cleveland (science and technology); Denver; Detroit; Indianapolis; Los Angeles (science and industry); Minneapolis; New York (science and technology); Pittsburgh; Portland, Ore.; Pratt Institute Free Library, Brooklyn (applied science); Racine, Wis.; St. Louis (applied science); St. Paul (industrial arts); Se-

attle; Toledo; Washington (industrial); Waterbury (industry and art). [19]

Music: Boston; Detroit (music and drama); Forbes Library, Northampton (music and art); Grosvenor Library, Buffalo; Indianapolis (art and music); Minneapolis; New Bedford; New York; Portland, Ore.; Utica. [10]

Genealogy: Chattanooga; Grosvenor Library, Buffalo; Indianapolis; Los Angeles; New Bedford; New York; Newberry Library, Chicago; Waterbury. [8]

History: Brockton; Cleveland (history, biography, and travel); Detroit (Burton Historical Collection); Grand Rapids (Michigan and Great Lakes region); Knoxville (Tennessee history); Los Angeles (California history); New York (America); Syracuse (American, including local and family histories). [8]

Medicine: Grand Rapids; Grosvenor Library, Buffalo; Indianapolis; Jersey City (collection acquired and maintained by the local medical society); John Crerar Library, Chicago; Salt Lake City (county medical collection). [6]

Social sciences: Chicago (civics and documents); Cleveland (sociology); Detroit (civics); Louisville (civics); New York (economics, sociology, and documents); St. Paul (social sciences). [6]

Documents: Chicago (civics and documents); Denver (magazines and documents); Grosvenor Library, Buffalo; San Diego (business and documents). [4]

Patents: Boston (patents and bound newspapers); Chicago (patents and newspapers); Grosvenor Library, Buffalo; Los Angeles. [4]

Municipal reference: Portland, Ore.; Seattle. [2]

Religion: Cleveland (philosophy and religion); Utica. [2]

Orientalia: Cleveland (John Griswold White Collection of Folklore and Orientalia); New York. [2]

Not included in the above list are the manuscripts, prints, Jewish, and Slavonic divisions of the New York Public Library; a statistics division in Boston (the depository of the American Statistical Association); a literature division and a division of history, biography, and travel, in Cleveland; a law library in Jersey City; and, in the Newberry Library, divisions on the North American Indian (Edward E. Ayer collection) and on the history of printing (John M. Wing collection). The list also does not include branches, not located in the central library building, such as the business branch in Indianapolis and the municipal reference branches in Chicago, New York, and St. Louis.

Administration of special departments.—In most libraries the special departments or divisions are directly under the supervision of the chief librarian, and are thus coordinate with the main reference department. In others, as is illustrated by the following reports, some or all reference divisions are directly responsible to the head of the general reference department.

In Detroit the civics division and the periodical division are the only subsidiary divisions directly connected with the general reference department. The other reference divisions (Burton Historical Collection, technology, fine arts, music and drama) are responsible directly to the chief librarian.

In Los Angeles the genealogy division and the new division of California history, the map room, and the information desk, are integral parts, administratively, of the reference department. The technology division, known as the science and industry department, and the patent room, are directly under the supervision of the chief librarian.

In New York each division is directly responsible to the chief reference librarian, and through him to the director.

In Pittsburgh the technology department is responsible to the chief librarian, and the periodical division to the reference librarian.

In Portland the art division is under the supervision of the reference department, and the music division is under the circulation department. The technical and municipal reference departments are directly responsible to the chief librarian.

In St. Paul the periodical division and the school division are separate units, responsible to the chief librarian. The social science, industrial arts, and fine arts rooms are parts of the general reference department, and are responsible to the chief reference librarian.

In Seattle each of the five reference divisions (general reference, municipal reference, fine arts, technology, and periodical) is immediately supervised by a division head. The division heads are responsible to the reference librarian, who is an administrative officer and is not identified with any one division. The present reference librarian has many other duties, and is designated as assistant librarian.

In Washington the director of reference work has supervision of the industrial division and of the reference service in the branches.

The divisional system of the Cleveland Public Library differs from the more usual library arrangement in that the circulation and reference departments are merged and operated under one immediate administrator, and this greater unit is subdivided by subjects into twelve divisions. These divisions are complete units on the subjects which they cover, and six of them carry on reference and loan work jointly. The reference books in these divisions, however, are shelved separately from the circulating books. Of the remaining divis-

ions, the "Popular Library," which is largely fiction, with a varying collection of books from other divisions, and the foreign literature division, have practically no reference works. The John Griswold White Collection of Folk Lore and Orientalia is a reference collection but lends its material quite freely. Brett Hall, the periodical reading room, maintains as part of its service a collection of magazines for circulation.

The general reference division, into which are gathered all general reference works, is the unifying center of the divisional work of the library. Its functions are: to furnish material for quick reference work; to serve the hurried business man with directories, business services, corporation manuals, and other ready reference matter classified under various subjects; to collect material from various widely separated divisions, for debaters and others; to give efficient service to special divisions requiring supplementary material from the general collection for their special inquirers.

Few libraries report any formal or definite method of co-ordinating research work among the various reference divisions. New York relies on "co-ordination through the chief reference librarian and co-operation among division chiefs." In Cleveland, if a subject does not involve more than two divisions, those two divisions co-operate. If more than two are involved, and the subject does not come particularly within the scope of any one division, co-ordination is effected through the general reference division. Each division in Cleveland is directly responsible to the librarian of the main library. Denver has an interchanging staff, all members of the reference department working in all reference divisions, on regular and approximately equal schedules, except that division heads have more time than others in their own divisions. In Detroit a subject involving more than one department is worked on independently by each department within

whose scope it falls. The results are summed up and presented by the department principally concerned, or are reported directly by each department. In Pittsburgh, in cases of overlapping subjects, one department assists another on request of the head of the department. In Seattle research is supervised by the division principally interested, and calls are made on other divisions for necessary help.

In Dayton, with reference service given on different floors (see page 80), work is co-ordinated by the use of "subject reference" call slips of different colors, yellow for the second floor (main) reference department, white for the first floor reference department, and salmon for the high school division. These slips, which are used when any question is forwarded from one department to another for answer or for additional information, contain spaces for recording the necessary data under the following items: patron; subject; filed; will call for; notify by telephone; searched by; referred to; department; date; searched by. A stub, providing space for the same data, is retained by the forwarding department. On the other side of the slip are lined spaces for a list of the references found on the subject, providing a column for the call numbers, one for authors and titles, and one for the page references. Each reference department carries only its own color in stock, and the color of a slip therefore indicates at a glance the department in which the reader's inquiry was made.

With the exceptions noted below, the various departments and divisions are not responsible for the acquisition of new material belonging to their fields, beyond giving their advice and recommendations. In Detroit only the special departments make their own selection of books. All records connected with the acquisition of material are handled through the central order department. Each department keeps a duplicate file of its own orders. In Indianapolis each de-

partment is responsible for the selection of its own material; this applies also to the three special branches,—the business branch, the teachers' special library, and the manual training high school branch. All material is ordered and the records are kept by the order department, except special free material not of general interest, which is solicited for their own use by the business branch and the teachers' special library. In Pittsburgh, likewise, each department is responsible for the selection of its own material, but the order department handles all orders except for special material, such as trade catalogs and house organs, which are ordered directly by the technology department. In several other libraries special divisions are likewise responsible for the acquisition of pamphlets, catalogs, and other free material within their fields. In Chicago, for example, the civics and documents division is responsible for the acquisition of all government documents, college catalogs, pamphlets, clippings, and city and telephone directories.

Stack administration.—Approximately half of the libraries of more than 100,000 volumes allot space in the stacks to both the reference and the circulation department, and stack service is provided for its own section by each department. Among the others, practice is very evenly divided between placing the stack under supervision of the circulation department, by which service is supplied for the reference room; under the reference department's supervision; or under a separate administrative unit, as in Buffalo, the John Crerar Library, New York, and Pittsburgh. The question of stack administration is a real problem only in the very large libraries, and its solution in them is obviously dependent on the size of the building, the nature as well as the size of the book collection, the clientele of the library, and the administrative organization of the library in general. In New York, Reference Department, the stack is organized as one of

the three sections of the general reference service, as distinguished from the specialized reading rooms. A small section of stack space is assigned to the circulation department for its own use and supervision.

II. ACCESS TO REFERENCE DEPARTMENT

Reading room privileges in public libraries are ordinarily offered freely to everyone. Sometimes, however, the "Rules and Regulations" require at least reasonably high standards of cleanliness and conduct as a prerequisite for the use of these privileges. Thus one library specifies that "the library shall be free to the orderly public whether residents or non-residents." In one city the "reading, reference, periodical, newspaper, and children's rooms are absolutely free to all clean and orderly persons." In another, "any person of good deportment and habits may use the reading rooms," but "the use of tobacco, all conversation, and other conduct not consistent with the quiet and orderly use of the reading rooms are prohibited." Another likewise provides that "any person of good deportment and habits may use the reading rooms," and stipulates that "no person shall be allowed to use tobacco, candy, nuts, or other refreshments, lounge or sleep, or use the rooms for purposes for which they are not intended. Gentlemen will remove their hats on entering and all persons are requested to speak in a low tone of voice; loud conversation is forbidden." In another city "the use of tobacco in any form" is again prohibited, but in the matter of refreshments only "the eating of confectionery, fruit, or nuts, is strictly forbidden." There is the further provision, however, that "the use of the library for loafing or as a place of meeting for conversational purposes is strictly prohibited," and that "no-one will be permitted to bring a dog into the library and reading rooms."

Occasional restrictions.—Several libraries have found

it necessary to place some restrictions on the use of the reference room at certain times, in order to prevent overcrowding. Among others, Brookline, Kansas City, Somerville, and several smaller libraries, sometimes prohibit the use of the room for the reading of fiction, newspapers, or magazines, and likewise exclude students who bring their own books or other material for study, and restrict the use of the room during busy hours to readers who are consulting library material. In Kansas City this restriction is strictly enforced in the branches which are largely used by high school pupils, and in other branches or departments when seats are needed. "Where the branch is in a high school, many pupils would use the library merely as a study hall, keeping out some who wished to do regular library work." Denver has a rule forbidding the use of the reference room for the reading of fiction or of material not belonging to the library, but the rule is not enforced unless the rooms are crowded. Several other libraries, including Detroit, St. Louis, Seattle, and Worcester, anticipate that some restrictions of this kind may become necessary. Buffalo does not permit the use of periodical files and transactions of societies by high school pupils, but usually makes copies of the articles which are wanted and thus makes the material available in another form.

In New York, Reference Department, a printed notice is displayed on every table in the main reading room and in the special divisions: "These seats are for the exclusive use of readers of books, newspapers, and magazines belonging to the library." In order to carry out this ruling of the trustees, readers are required to check their own books on entering the building, unless they can show that they need the books in connection with material belonging to the library. This regulation is strictly enforced on Saturdays, Sundays, and holidays, and if necessary at other times.

In New Haven a separate reference department for the

use of high school pupils was opened in 1923, because of lack of room and the inevitable confusion accompanying school reference work. During the nine school months of 1925 this department was used by 14,440 children for help in their school work, and 129 sets of books were reserved for individual teachers. The department now contains more than 700 volumes, and a steadily growing file of newspaper clippings on current topics. The Parmly Billings Memorial Library, Billings, Mont., also has a separate room for high school pupils, with an attendant in charge after school hours, which "has entirely revolutionized the work with the pupils." Buffalo anticipates providing a special room. In Utica the first and second year high school pupils use the children's room for study and reference, and the third and fourth year pupils use the adult reference room. It is planned to have a separate room for school children as soon as funds permit. The work of these, and other school departments, will be discussed more fully in the third volume.

A separate reading room for men, in another building, is maintained by the Chisholm (Minn.) Public Library, and is considered an important part of the library's service.

Hours open.—Among 730 libraries of less than 20,000 volumes (Class D), approximately 10 per cent. are open daily, except Sundays, from 9 A. M. to 9 P. M; less than 20 per cent. of the whole number are open as many as eleven hours daily. In the other libraries of this class the hours vary from two to forty-two hours a week, with as many variations in arrangement of schedules as in number of hours open. Some are open every afternoon and evening, and some every morning and afternoon; some are open on certain evenings, in addition to the morning or afternoon hours; many are open only certain hours on certain days of the week.

Among the larger libraries approximately 62 per cent. have the adult departments of the central building open daily

from 9 A. M. to 9 P. M. In Class C (20,000 to 50,000 volumes) the minority practice tends toward shorter hours; in the libraries of Class A and Class B the tendency is in the other direction, and of fifty-five libraries of more than 100,000 volumes none are open less than twelve hours a day. Among the libraries which are open in all adult departments either earlier than 9 A. M. or later than 9 P. M. are the following: Brookline: 8:30-9; Evansville, 8:30-9; Kansas City: 8:30-9:30; Knoxville: 8:30-9; Newton, Mass.: 8-9; San Francisco: 9-10; Seattle: 9-10.

The following are open somewhat longer hours for reference or for reading room use than for circulation:

Binghamton: circulation, 10-9; reference, 9-9.

Boston: circulation, 9-9; reference, 9-10.

Chicago: circulation, 9-7; reference, 9-10.

Evanston: circulation, 8:30-9; reference, 8:30-9:30.

New York: circulation, 9-9; reference, 9-10.

Omaha: circulation, 9-8:30; reference, 9-9.

Pittsburgh: circulation, 9-9; reference, 9-10.

St. Louis: circulation, 9-9; reference, 9-10.

Toledo: circulation, 8:30-9; reference, 8:30-10.

Worcester: circulation, 8:30-9; reference, 9-9:30; newspaper room, 8-9:30.

Many changes in hours are made during the summer months. Brookline, in July and August, closes at 6 instead of 9 P. M. except on Wednesdays and Saturdays; Pratt Institute Free Library, in August, closes at 6 instead of 9:30 except on Fridays; in Minneapolis all departments but the newspaper room and the technical department are closed at 1 P. M. on Saturdays during June, July, and August; in Syracuse, during July and August, the library closes at 6 instead of 9 P. M. The reference department closes at 8:30 instead of 9 in Omaha, and at 9 instead of 10 in Boston, St. Louis, Salt Lake City, and Toledo.

Sunday opening.—Only three libraries among fifty-six in Class A and twelve among sixty-one in Class B, are not open during certain hours on Sundays. In Class C approximately half of the libraries reporting, but in Class D less than one-fourth, are open. Among the libraries which do not open are Binghamton, East Orange, Queens Borough, N. Y., Scranton, and Somerville. In most libraries the building is open only for reference and reading room use. Books are circulated in fifteen libraries of Class A, five of Class B, ten of Class C, and twenty-nine of Class D. Many libraries are open only for two, three, or four hours in the afternoon; several are open both afternoon and evening, usually from two to nine o'clock. Cedar Rapids is open from 9 A. M. to 9 P. M., for reading and reference only; during the three summer months, the Sunday hours are 2-6 P. M.

The following reports concerning the estimated proportion of Sunday visitors who do not ordinarily use the library on week days, are from libraries which are open for circulation as well as for reference:

Berkeley: A small minority.

Birmingham: Approximately 65 per cent.

Boston: About one-half.

Brookline: Very few; but many who use only the branches on week days use the main library on Sundays.

Brooklyn: Very small proportion.

Denver: Very small proportion.

Evansville: Very small proportion.

Flint, Mich.: The greater number come only on Sundays.

Kansas City: Approximately 25 per cent.

Newton, Mass.: One-third.

San Bernardino, Calif.: One-third.

Wilmington, Del.: More foreigners come on Sundays.

The following reports are from libraries which are open only for reference use:

Bridgeport: Less than 5 per cent.
Cedar Rapids: About one-third.
Chicago: Less than half.
Cincinnati: One-third.
Cleveland: About one-third.
Detroit: Perhaps 20 per cent.
Indianapolis: In general, the same people come on Sundays as on week days.
Louisville: Small proportion.
Salt Lake City: About 25 per cent.
Seattle: Same people on Sundays as on week days.
Washington: 10 per cent.

All of the above reports are merely estimates, based in most cases, if not in all, on observation and general impressions.

Holiday opening.—Among the libraries of less than 20,000 volumes, approximately 86 per cent. are closed on all legal holidays and all holidays which are observed locally. One library reports that the city officials think it is not public-spirited to keep the library open when they have issued a proclamation for a holiday. Several libraries are closed on days of county fairs or town picnics. Approximately one-third of the larger libraries are closed all day on from two to six of the most important holidays, particularly on Christmas, New Year's, Thanksgiving, Fourth of July, Memorial Day, and Labor Day. Brooklyn Public Library is open on Christmas from 10 A. M., to 12 M., and on all other holidays from 4 to 6 P. M. In Rochester the branches are open the regular hours (2 to 9 P. M.) on all holidays, with exception of the business branch, which is in a building which is not open on holidays. New Bedford was formerly open on all holidays but has recently voted to close on Christmas and on the Fourth of July. Birmingham and Cedar Rapids close

entirely only on Christmas; Cleveland only on the Fourth of July.

Practice differs greatly in regard to the hours that the library is kept open on holidays, and in regard to circulation of books. A majority are open only for certain hours, either in the afternoon or in both afternoon and evening, for reading and reference only. Some, however, including Berkeley, Birmingham, Denver, Kansas City, Louisville, St. Louis, Syracuse, Utica, and Worcester, are open full hours except on the few holidays when they are closed all day. Many, including Berkeley, Birmingham, Brooklyn, Denver, Kansas City, New York, St. Louis, and Syracuse, are open for circulation, as well as for reference use, except when closed entirely.

Circulation of reference books.—A very few libraries state that reference books are never permitted to circulate, and several others report that permission is very seldom given. Thus Brooklyn reports that permission is usually given only for very special reasons, and to people who are known to the reference librarian; East Orange lends only for very urgent reasons, and for periods when the library is to be closed; San Diego lends only for a few hours at a time, and only in cases of extreme necessity. Others which indicate a very conservative policy are New Haven, Pittsburgh, and Wilmington, Del. Most of the reports, however, indicate that reference books are lent, on proper occasions and by special permission, with considerable liberality. Buffalo says "we are always willing to lend, provided it is not going to interfere with the rights of other readers." Worcester reports 5,429 reference books issued in 1924, and says "we would lend anything in the library, on proper security, if not likely to interfere with the just claims of others."

The following reports illustrate policies which are very

generally followed, and some of the restrictions and safeguards that are frequently imposed:

Berkeley: We lend occasionally for a short time; for example, overnight and morning, but no longer. We consider the reader's need for the book, the probable demand for the book, and the possible damage the book may suffer.

Denver: Duplicates and old editions, unless they are rarities, are lent freely; other books very conservatively, depending on the reference usefulness of the book, its money value, and the use to be made of it.

Los Angeles: Many of the reference books are duplicates of books in the circulation department, and many others are not purely reference in character, and could readily be replaced. These books are circulated with reasonable frequency, when the reader's need is shown to be sufficient. A purely reference handbook, or a continuation, or a book belonging to a set, the loss of which would break the continuity of the set, will not be lent. This applies especially to bound magazines.

Washington: We are conservative, but not unreasonable or unaccommodating; that is, we are strict in keeping on the shelves books which are likely to be called for at any time by others. Bound volumes of periodicals are not circulated except to other libraries or in exceptional cases. Art books which are "reference" are circulated to those who can appreciate and will take care of them.

In all but a very few of the smaller libraries, of less than 100,000 volumes, reference books which are issued for home use are charged at the loan desk, usually on the borrower's regular card. In nearly two-thirds of the larger libraries they are charged at the reference desk, generally on a temporary slip giving the desired data concerning the book and the borrower. Special forms for this purpose are used by some, including Oakland, Omaha, Somerville, and Worcester.

Several libraries, including Berkeley, Brookline, Indianapolis, Jersey City, Kansas City, and Wilmington, Del., charge the books at the loan desk, usually on a special form or a temporary card provided for this purpose, and keep a duplicate or a memorandum of the record at the reference desk.

Reserved collections.—By a "temporary reserve" collection is meant a collection of certain books, or of books, magazines, and other material on certain topics, for the use of study clubs, school classes, or other groups, or of individuals who are working on special papers, debates, etc. A reserve collection may include both reference books, magazines, etc., which are brought together out of their usual places, and circulating books which are made temporarily reference. The practice of making such reservations is reported by nearly all of the larger libraries and by many of the smaller. Some of the differences in practice and in experience are illustrated by the following reports.

Atlanta: "The reference department puts circulating books on reserve, upon request, for a period of not more than four weeks."

Berkeley: "We have discontinued our practice of reserving books at the library for high school classes. We now send books to the high school library as they are wanted. We reserve books occasionally for other special purposes."

Boston: "Collections of books are reserved for some clubs and university extension courses, but they are practically never used for reading actually required and the use of them is rather languid."

Buffalo: "We frequently reserve groups of books at the request of teachers, but do not undertake to supply textbooks or collateral reading for classes."

Chicago: "We have a special university reserve section, and reserve all titles requested by instructors in down-town classes for the general public."

Cleveland: "Circulating books are held for reference use for college, university extension, and normal school courses, and for other special study groups, on request of the instructors. At the beginning of the course the instructor sends to the library a copy of his bibliography or suggested reading. One copy of each title on the list is reserved at the library for the duration of the course. Duplicate copies, if we have them, are available for circulation, but are made temporarily seven-day books. Books are temporarily reserved also for individual readers working on papers or debates. These books are kept on a separate table or shelves, with a reserve slip bearing the name of the reader and the dates of reservation. It is understood that any of the circulating books thus reserved may be issued if there is a request for them."

Dayton: "On request of a teacher or of the secretary of a club, one week in advance of the need for the books, we will create a temporary reserve collection. Whether this collection is for circulation or for reference use only, depends upon the number of copies in the library, the number of pupils in the class, the duration of the class, etc. We have at times numerous special reserve collections, restricted to four or seven days, but any reader has access to the books and may borrow them."

Galesburg, Ill.: "Several hundred books from the circulating department, selected by instructors, are reserved during the school year for the use of college students. Debate material is also reserved."

Louisville: "We have reserve shelves for all University of Louisville classes, labeled with the names of the teachers. Books are reserved also for debates, contests, etc., and for individuals, for the period when they are needed."

Muskegon, Mich.: "We have forty shelves for reserves for classes, clubs, and individuals."

Waterbury, Conn.: "Certain books are reserved for the entire school year, and others for specified purposes, on request of teachers."

Wilmington, Del.: "On request of a teacher or a class leader we reserve books for periods preferably not exceeding four weeks."

Several libraries indicate that reserve collections are assembled rather less frequently than is indicated by most of the reports cited above. The Lawson McGhee Library, Knoxville, says "we reserve freely so long as it doesn't interfere with the rights of the general public. Then we try to accomplish whatever will be the greatest service to the community." Pasadena, Calif., reserves books for debates, but seldom for other purposes. East Orange says "we hold books on debating subjects, particularly the interscholastic debates, from the time the debate is assigned until it has been held; books reserved for club papers are held two weeks." Many libraries report that they occasionally duplicate books that are needed both for reserve use and for general circulation, but very few state that they frequently duplicate. Most of the duplication that is reported is for the purpose of providing a reference copy of a book without diminishing the supply of circulating copies.

Minneapolis says: "We do not reserve books, but buy copies of those which are most constantly in demand, and limit the time on circulating copies during the period when they are needed." In New York, Reference Department, "no special provision is made, as a rule, for classes, clubs, debating teams, etc. Individual requests are met as seems best under the circumstances. Books are never withdrawn from general use for a special group. Books needed for several days by individuals are reserved, or held for them in the reading room, instead of being returned to the shelves each day. A book is always issued to the first reader re-

questing it, no matter for whom reserved, if not in use at that time."

Conflicts between different readers who want the same reserved material at the same time are met in many different ways. That the conflicts are seldom of a physical nature is indicated by one librarian, who reports, in cheerful vein, that thus far all difficulties have been adjusted without bloodshed. That they sometimes require arbitration, however, is suggested by another, who says "we use patience, courtesy, diplomacy, tact, and discretion in ascertaining the need which requires the greatest service." Others take a position of strict neutrality, and say "first come, first served." Some tactfully suggest to a too untiring student that others are waiting, and some appeal to all for their unselfish cooperation.

Several libraries, including Berkeley, Birmingham, Bridgeport, Evanston, Oakland, and Tacoma, report that when necessary they limit the length of time that a book may be used by one person. Although the Newberry Library does not have the problem of reserve collections, it has a rule that a book needed by another reader may be kept only half an hour. Practically, however, it is seldom necessary to enforce this rule. New York, Reference Department, has no time limitation except that "readers are not permitted to monopolize such reference books as dictionaries, encyclopedias, and directories, which are on open shelves in the main reading room."

Many libraries occasionally permit reserved books to be borrowed overnight or over Sunday, and a few will reserve books for such circulation, so that a reader may make application for the privilege before the end of the day. Among these are Bangor, Birmingham, Chattanooga, Flint, Kalamazoo, Pratt Institute Free Library, Sacramento, and Salt Lake City. The penalty for keeping a reserved book thus

issued longer than the time permitted, varies from the regular rate of fine charged in the circulation department, to more drastic penalties. Birmingham and Tacoma charge five cents a day or part of a day; Pratt Institute Free Library and Cedar Rapids, ten cents a day; Detroit, twenty-five cents a day. In Waterloo, Ia., the rate is twenty-five cents for every hour or fraction thereof.

III. ASSISTANCE TO READERS

Information desk.—In some libraries the provisions made for assisting readers in the use of the library include the maintenance of an information desk (under this or some other name), or the assignment of certain members of the staff to "floor duty," away from the routine requirements and distractions of work at the loan desk. The information desk is very largely concerned with books wanted for home use, and with giving information and assistance concerning books and reading which otherwise would be given mainly from the loan desk. At the same time, its work is closely connected with that of the reference department, which it may relieve of some of the less difficult questions, and forms a connecting link between the departments of reference and of circulation.

The maintenance of an information desk, or of some equivalent such as the "readers' assistants" at Indianapolis, Omaha, and Pittsburgh, or the "readers' aid" at St. Paul, is reported by thirty-one among fifty-six libraries of more than 100,000 volumes. In Berkeley the purposes of the information desk are served by having one of the combined reference and circulating staff (see page 83) usually scheduled for floor duty. In Dayton the first-floor reference department (see page 80) serves as a general department of information. In other libraries all information and assistance are given from the loan desk and the reference desk.

Among libraries of less than 50,000 volumes an information desk is reported by only eight: Akron, Ohio; Albany, N. Y.; Duluth, Minn. (combined in the circulation department with the registration desk); East Cleveland, Ohio; East Orange, N. J.; Long Beach, Calif. (a "readers' aid" desk, for advisory service more than for information); Malden, Mass.; and Pomona, Calif. In East Cleveland two desks in the main room are labeled "Information," with the idea of inviting requests for help. "Ordinarily assistants at both desks are constantly busy answering questions and finding books for people from 3:30 to 9 P. M."

Administratively, the information desk is usually considered a part of the circulation department. In Kansas City and in Portland, Ore., it is under the supervision of the reference department, and also in Somerville, where it combines general reference work with more miscellaneous informational service. In New York, Reference Department, the information division is located in the public catalog room, and is one division of the reference department's organization; as the desk in this division, however, is the library's general reference desk, it is hardly comparable with the information desk service of other libraries, for it combines the functions of general reference work with those of the ordinary information desk. The latter, in New York, is shared by the "inquiry desk," opposite the main entrance to the central building, which is administered as a part of the reference department.

The information service is considered as a separate division or unit, rather than as a part of either the circulation or the reference department, in Detroit, in St. Louis (where its work is combined, for the present, with that of the reader's advisory service), in San Francisco, and in Boston, where its establishment as a separate unit is perhaps best illustrated. The "information office" in Boston occupies a separate room

on the first floor adjoining the government document room (for current publications only) and the non-fiction open-shelf room. These three rooms form a division, under an assistant-in-charge, with two regular assistants and two part-time workers. The division is so organized that the information service can be competently handled by any one of the three regular attendants. In Jersey City, also, the information service occupies a separate room, adjoining the circulation department.

Few libraries report that all the information desk work is done by assistants who give it their full time. Hartford, Indianapolis, and Pittsburgh, report one full-time assistant; St. Louis and San Francisco, two; and Bridgeport, three. In several libraries the full-time of one assistant is supplemented by part-time service of others. Thus Cleveland has one full-time and three part-time; Detroit, one full-time and one half-time; St. Paul, three full-time, one part-time, and two pages; Syracuse, three full-time and one part-time. More frequently the work at the information desk is divided among several or many members of the staff, with none who give it their entire time. Thus in Chicago and in Portland, Ore., it receives part-time service of six assistants; in Toledo, Utica, and Washington, of eight; and in Atlanta of nineteen, including heads of departments and trained assistants. In Bridgeport the circulation department staff is divided into a professional and a clerical staff. There are three information desks in the circulation department, and the members of the professional staff are on duty at these desks, where they are free to "circulate" among the public and to give help wherever and however it may be needed. All questions at the loan desk apart from matters which are covered by rules, such as fines, reserves, and renewals, are referred to the professional staff.

The information desk is usually placed either in the cir-

culation department, or at some point in a lobby or central hall where it has as convenient access as possible to the three points with which it is vitally concerned, the circulation department, the public catalog, and the reference department. Thus in Indianapolis and in Minneapolis it is in the circulation department, very near the catalog and the door to the reference room; in Kansas City and in Washington it is just outside the reference room, adjacent to the catalog and within a few feet of the loan desk; in Cleveland it is in the main lobby, opposite the entrance, with the main reference desk and the public catalog in rooms opening out of the lobby; in St. Louis there are two information desks in the main delivery room, which contains the loan desk and the public catalog, with the reference room at one end of the lobby and the open-shelf room at the other. In Pittsburgh the readers' assistant is stationed in the open-shelf room, near the catalog. Syracuse has two desks, occupying a large space at the entrance to the stacks and near the public catalog.

The service given at an information desk may be of three kinds, all of which are combined in most of the libraries reporting:

(a) The giving of general information concerning the library, its departments, regulations, etc. At the Grosvenor Library and in Cleveland and Detroit the service is confined mainly to information of this general nature, and other inquiries are referred to the proper departments. Some, including Detroit, Los Angeles, and Portland, Ore., make a feature of information about the city, as well as information concerning the library.

(b) Advisory service, including help in use of the catalog, help in finding desired books, and advice in selection of books for reading. In some libraries the amount of such assistance which is given at the information desk is influenced by the departmental arrangement. Thus, in St. Louis, advice in

selection and help in finding desired books is given by the attendants in the open-shelf room rather than at the information desk; in Indianapolis a distinction is made between the "readers' assistant," who is in charge of the information desk, and the "readers' adviser," to whom requests for extensive advisory service are referred.

(c) Simple reference service, most generally confined to questions which do not require extensive research and which involve the use of circulating rather than reference material. Several libraries, including Hartford, Salt Lake City, Toledo, and Washington, indicate that rather extensive work is sometimes undertaken if the question can be answered from circulating material and if the reader wants something he can take home. Jersey City handles in its information room all requests that come by telephone or by mail. In most libraries, however, all questions which cannot be rather readily answered, either from circulating books or from a small collection of "ready reference" books, are referred to the reference department. Portland, for example, says: "If questions can be answered in a moment with books at hand, it is done at the information desk; otherwise people are sent to the reference room. Our policy is not to try to do reference work at this desk, but to send people to the proper department." At Los Angeles, assistants looking up material in the circulation department are limited to ten minutes.

Most of the information desks are equipped with only a very small collection of reference aids, usually composed principally of bibliographies, lists, and indexes, and perhaps a few of the most essential books for quick reference of a general nature. Somewhat more extensive collections are reported by Jersey City, which has about 100 volumes in its information room; by Pittsburgh, with about fifty volumes, mostly bibliographies; and by St. Paul, with about eighty books and pamphlets. Boston, in its Library Information

Office, has approximately 75 books and pamphlets; 40 state year books; 200 street directories; 130 telephone directories; catalogs of the private schools and colleges of the country; travel and railroad guides, and a file of business and vocational information.

In most of the libraries reporting the information desk attendants have certain other duties to attend to at times when the work with the public does not require their entire time and attention. This secondary work is usually of a clerical or supervisory nature, embracing duties which can be readily dropped at any moment. Atlanta, for example, reports filling display racks, keeping tables cleared of books, and assisting at the loan desk; Hartford, care of bulletin boards, revision of filing in catalog, selection of books for open-shelf collections and special displays; Forbes Library, Northampton, alphabeting, checking, mending, genealogical and routine work; St. Louis, some public catalog work, mail reception and sorting; Utica says "occasionally it is possible to do departmental work such as schedule making, etc." At St. Paul, with a large information desk force, the work includes compiling of lists, selecting titles for the library's bulletin, checking publishers' lists, selecting books for the open-shelf and other special displays, preparing exhibits, supervision of shelving, an information file of book reviews, collecting reviews of new books and pasting them in the books, and other duties. Portland assigns to the information desk an index of meetings scheduled in the library and in the city, an index of club officers, and other local information, in addition to such routine work as may be possible.

In several libraries the secondary work at the information desk is largely of a bibliographical nature. At Indianapolis, for example, it includes indexing books of plays, collecting book reviews, listing catch references, and compiling special lists; at Kansas City, classifying pamphlets, preparing

bibliographies, and checking lists; at Pittsburgh, keeping up an information file, an index of plays, and a digest of book reviews.

Instruction in use of library.—Few libraries report that any definite effort is made to instruct adult readers in the use of the catalog or of reference books, except when such instruction is requested, or when good opportunities are offered for unobtrusively imparting it. Brookline, Decatur, and several others, report that they endeavor always to familiarize new borrowers with the use of the catalog and the location of the books. Instruction along these lines is ordinarily a part of the service given by libraries which maintain an information desk. The John Crerar Library says "we watch for newcomers, and give aid whenever the need of it is apparent." Dayton reports that they always take time to show readers how to use the periodical indexes, and also, when occasion arises, the *United States catalog* and the card catalog. "Plans are under way for a cataloger to be on reference duty at the public catalogs, to meet the public. She will also develop the use of the indexes and bibliographies. It is planned to have a short course for adults, beginning in the fall of 1926, on 'How to get the most from books.' This will embody methods in reading, use of certain standard reference books, note taking, and how to use the catalog." Denver reports that they regularly endeavor to teach the use of the catalog to readers who ask for a book by the author or title, but that the use of the catalog for subject references, and the use of reference books, are explained only on request; Pittsburgh, that they try to teach the use of the more common reference books to readers who use the reference department regularly, but not to occasional visitors. Minneapolis, New Bedford, Oakland, Portland, Ore., and others, report that they try to instruct readers along these lines whenever the need appears and they find it

possible to do it. Washington has for distribution an annotated list of indexes and other reference books.

More formal instruction, to groups of adults, is reported by a few. At Bridgeport lessons on the use of the library are given to classes of foreigners. In Cleveland and in San Diego occasional talks on this subject are given to clubs or other groups. Evansville says: "We seize every opportunity for individual instruction and on request give group instruction in the use of the catalog and the reference books." In Pittsburgh many classes in commercial and technical courses come to the library for instruction. For very large groups instruction is sometimes given by lectures outside.

Several libraries, including Gary and Omaha, report that special efforts are made to give the needed instruction to high school pupils in connection with their use of the library. In Cleveland debaters are encouraged to use the *Reader's guide,* and instruction is given when necessary. Instruction in the use of reference books and the card catalog is given in the high schools to all students in the incoming classes, and in some high schools more advanced instruction is given. In the School of Education a course in library economy is a part of the curriculum. Indianapolis gives lessons on use of the library to classes in the high schools, and is now making arrangements for all eighth grade pupils to be brought to the central library for instruction in the best use of books, before they will be permitted to finish the eighth grade. In New Haven the entire freshman class of the high school, numbering nearly a thousand pupils, is brought in divisions to the library by their English teachers, for a talk on the use of reference books and the value of good reading. The head of the English department at the high school has made it compulsory for all pupils to attend these talks.

Instruction in use of the library, given to grade schools, will be discussed in the third volume in connection with the

general subject of work with children and with the schools.

Assistance in use of books.—Considerably more than half of the libraries below Class A report that they generally find the desired information for a reader who is in search of material on a definite subject or question, in preference to merely referring him to the proper sources. This policy is reported also by nearly half of the libraries in Class A, but nearly as many indicate that they try to let their policy be governed in each case by the circumstances. Many state that a greater effort is made to help students and young people find their own information, than is made for adults who seem inexperienced in the use of books for reference purposes.

Among the larger libraries which ordinarily find the desired information for the reader, if time permits them to do so, are the following: Chicago, Cleveland, Dayton ("we make our help as specific as possible; in developing the inquirer's question we often clarify his own ideas, and are thus enabled to do better research and to respond with greater exactness"); Denver ("unless we know that the reader prefers to find his own way and knows how to do it"); Detroit (except to students who are supposed to work up their own bibliographies as a part of their work); and Omaha ("we endeavor to give the information, if time permits, by opening the book at the page where the information may be found").

Among those which generally follow the opposite policy of finding the actual information only for readers who seem to need assistance, are New York, Reference Department; Oakland; and Toledo. New York says: "Ordinarily readers are referred to the proper or probable sources of information, and further help is given only in special cases. The information desired is found by the staff only where it involves a search of material unfamiliar or inaccessible to the average reader, or presenting special difficulties. No more is pos-

sible with an average of 7,000 readers and 10,000 visitors daily."

The following reports illustrate a very generally prevailing tendency to do all that is necessary to help the reader get what he wants, while at the same time doing as much as possible to help him learn to help himself.

Berkeley: "We refer the inquirer to the proper source, if we know it, and if he appears capable of helping himself, but we always try to find the desired information ourselves if the reader seems unequal to it."

Brooklyn: "We aim to give what aid is necessary in getting at the sources, but ordinarily expect inquirers to do the searching."

Evansville: "We use judgment as to the reader's ability to help himself. If he looks up the material himself we follow the matter up to see that he secures all the available material he may want."

Kansas City: "If the subject is easy we show how to get the desired information; if it is difficult we find the information ourselves. We refer school pupils to the sources, and give them help when they need it."

Los Angeles: "Our policy depends first on the character of the request and the difficulty of finding the information, and secondly on the ability of the reader to help himself. In all simple questions, concerned with the use of dictionaries or encyclopedias, the inquirer is referred to the books; otherwise, whenever it seems necessary we give very detailed help."

Pittsburgh: "Our general policy is to see that the reader finds the information he wants. If he can find it for himself, he does so; if not, we find it for him. Often both reader and assistant are searching at the same time. When it is necessary to go through a book page by page we do not

do it for the reader, but our policy as to the amount of help given is very liberal."

Portland, Ore.: "We try to have people help themselves, but if they are obviously unused to books we find the information for them."

Washington: "Students are encouraged to help themselves and do their own work. Inquirers of sufficient mental calibre can go on to do their searching after direction and help. Helpless inquirers, foreigners, and timid people, are helped to use the material so that the assistant is sure that the desired information is found."

Suggestions for reading and study.—The preparation of lists of books for systematic reading, and of courses of study along definite lines, is a part of the recently inaugurated movement for adult education. Because of the intensive study which has been made in this field by the American Library Association's Commission on the Library and Adult Education, this report does not include the assistance given to students and readers through the compilation of lists and study courses and through personal advice, in Chicago, Cincinnati, Cleveland, Indianapolis, St. Louis, or other libraries which have developed "readers' bureaus" or other distinct divisions for adult education. It covers only the efforts, less definitely organized and unnamed, that have been made in other libraries to stimulate the more systematic use of their resources for study and self-improvement.

Very few libraries, other than those which are thus omitted from this report, state that they have made any definite or formal efforts to feature personal advice on reading and study, although many indicate that such advice is given, when requested, to as great an extent as their resources and their facilities for such service will permit. Thus Boston and Brooklyn report that advice is given when requested but they

do not feature it; Buffalo: "We offer it, and let borrowers know that such help is available"; Denver: "We do not feature it, but occasionally give it, with caution"; Grand Rapids: "We give personal advice as occasion offers"; Louisville: "We do this only when requested"; Minneapolis: "As advice is requested, we give it." Among similar reports from smaller libraries are the following. Cedar Rapids: "If suggestions are asked for, we help"; Chattanooga: "We give advice and furnish suitable lists on request"; East Orange: "Everyone is free to come and ask advice, and many do, but we have done no publicity work in this direction." The obvious difficulties of extensive work for adult education are suggested by several reports. Thus, one library says: "We do as much as possible, but have not adequate help for featuring this"; another: "We hope sometime to have a sufficiently large and well qualified staff to do more of this kind of work. It can't be done with a staff which is inadequate in numbers or by young girls who have only a minimum of training and cultural background."

Among the large libraries which report a more definite attempt to feature their advisory service are Pittsburgh ("very extensively, by many methods and with gratifying results"), and San Diego ("by offers of help in club talks, through the Parent-Teacher Association year book, and by notices in the library. The library is called on for from twelve to twenty reading lists a year for individuals"). Among reports from smaller libraries are the following. Council Bluffs, Ia.: "We take every opportunity in personal work with borrowers to suggest following a definite line of reading, and offer to make lists; have had very little response thus far"; Everett, Wash.: "Several study clubs practically depend on the library for the lists of books to be read in their courses"; Mason City, Ia.: "Our extension librarian has a class at one of the retail stores, and finds opportunities for

consultation"; Muncie, Ind.: "The Home Study Division of Indiana University notifies us of all who are registered for correspondence work, and their subjects; a personal letter is sent these students, with an application blank if they are not registered borrowers"; Savannah, Ga.: "A letter which is sent to new registrants contains a suggestion that anyone interested in reading along some definite line may obtain special assistance in making up a suitable list of books."

Many libraries report that they frequently prepare reading lists for clubs or other study groups, or, rather less frequently, for individuals. These are generally prepared on request, but in some cases on the library's own initiative. Some of the more explicit reports are as follows:

Denver: "We make selected reading lists on current subjects of interest, for two purposes: to anticipate expected calls and save trouble when such calls come in busier moments; to encourage reading on certain subjects. Short lists with our own call numbers or magazine references are of great value to us. Long lists, of more than two typed pages, or lists of material not in this library, are of comparatively little value."

Evansville: "Lists are frequently prepared, and result in an increase in serious reading and serious club papers, and in increased loyalty to the library and confidence in its ability to serve."

Pittsburgh: "Most of our lists are made to fill a definite need, and seem to serve the purpose satisfactorily. Many lists are distributed to groups; for example, on the day this is written one organization has asked for four hundred technical lists to be distributed at a lecture."

Portland, Ore.: "Lists are prepared, on request, for groups or for individuals. We used to prepare lists for systematic reading, on our own initiative, but did not find it worth while. Popular lists are more effective."

Seattle: "After some years of carefully planned work with the women's clubs of the city we notice a more definite aim in many of the club programs, and more study of literary subjects."

Reports from smaller libraries include the following:

Chattanooga: "Lists, prepared both on request and on our own initiative, result in a noticeable quickening of interest in the subjects covered."

Long Beach: "We ask for advice of experts in preparing study courses on subjects which are rather technical. The lists we have prepared have been popular and the books have been much used. The study courses are still too new for us to check the results."

Advice of experts is occasionally sought in the preparation of lists by several libraries, including Des Moines, Evansville, Grand Rapids, Portland, St. Paul, Seattle, and Washington, but as a general thing, in these libraries as in others, the lists are compiled by the library staff.

Bibliographic work.—The preparation of bibliographies is reported by most libraries as a feature of their reference service, most frequently for clubs or other groups or for teachers, sometimes for individuals, and sometimes for the use of the reference staff or for publication. The nature and extent of such service, however, is of course limited not only by the time available, but by the size of the library and the nature of its collection. Most of the reports indicate that the bibliographic service comprises merely the occasional preparation of brief reference lists, which are usually limited to the library's own resources, and are usually selective rather than complete.

Los Angeles reports that lists and bibliographies are made only if they will help a large number of people, or if the subject is such that it will be of real importance to the library to have the lists on file. Otherwise, the material is collected

for the reader, or other catalogs and bibliographies are suggested for his use, and he makes his own bibliography. "Our care has to be the greatest good for the greatest number." Brooklyn reports that "individuals are usually asked to do the work themselves with only such aid as they need." The John Crerar Library frequently prepares short lists, and for longer lists offers its printed cards.

In New York the longer bibliographies prepared by the reference department are usually published in the library's monthly bulletin. Brief lists of references are frequently prepared, in answer to letters, by the information desk staff and by special divisions. The time that can be given to such work is limited, and the nature and scope of the request usually determine whether it can be undertaken. The published bibliographies are usually complete so far as the library's own collection is concerned, and they occasionally include titles that are not in the library. The brief lists are selective.

In St. Louis most of the bibliographies which are made are published in the monthly bulletin. The compilation of bibliographies is not limited to the reference staff, but may be done by assistants in other departments, although most of the subjects chosen are suggested by the reference department. Once a year the library school students prepare a subject bibliography, collectively, as part of the work required for graduation. A similar problem is assigned as part of the requirements for promotion to the grade of first assistant. The more extensive bibliographies sometimes constitute an entire number of the bulletin. Shorter bibliographies are frequently reprinted as separates.

All the libraries reporting, with very few exceptions, keep on file the references which have been found on subjects which have required considerable research. These references are usually kept on cards, with the use of typed sheets for

long lists. A few libraries weed the file out once a year, or at other fixed periods, but in most libraries this is done only when it becomes necessary. Denver, in weeding out, transfers to a practically permanent "subject index" the references which still seem useful. The Newberry Library keeps permanently the cards on which the results of its research on difficult questions are recorded. Several libraries report that subject entries made for these quick-reference files occasionally suggest new subject headings for the general catalog.

Library of Congress reference service.—The following statement gives a brief outline of some features of the reference service performed by the Library of Congress, the work of which differs so radically from the work of other libraries that on few points is it possible to treat it in connection with the work of less specialized libraries.

The reading room and the other service divisions give the usual aid to general readers and students that can be obtained from encyclopedias, dictionaries, handbooks, etc. Beyond this the Library of Congress goes perhaps further than most other libraries except the largest of the university and some institutional libraries. The division of bibliography is really the general reference division of the library. It undertakes to give reference assistance on all subjects which are not taken care of by some special division of the library, such as the divisions of music, maps and charts, and prints, or by some department or bureau of the government, such as the Department of Agriculture and the Bureau of Education. So far as possible the service of the division of bibliography takes the form of bibliographical references, because so many of the inquiries come from libraries and other institutions that have the needed material, but lack the necessary keys to its use. The division of bibliography does not hesitate, however, to give the desired information itself if the indica-

tions are that the source of the inquiry is not provided with the facilities needed.

The special subject divisions answer all questions that come within their scope, from the most trifling to the most important. The language divisions (Semitic and Slavic) give reference assistance in the use of those two groups of languages, and do a general reference work in languages. The form divisions (periodical and documents) are expected to give assistance, mostly of a bibliographical nature, related to the class of publications which they handle.

The legislative reference service corresponds to the similar bureaus established by certain states and municipalities. When studies are made of any question, the formulated results are placed at the disposal of anyone interested, even a private individual, with the idea that the information which is accumulated should be placed at the disposal of anyone really interested if to do so does not interfere with the division's regular duties as defined by law.

Research work.—In most libraries the amount of time which will be devoted to questions which involve much research is determined largely by circumstances. St. Louis reports one hour as the approximate maximum when the demands of other work enforce a limitation. Tacoma likewise reports approximately one hour as the maximum, depending on the subject, the need of the inquirer, and the pressure of work. Other reports are as follows:

Boston: "From half an hour to a week, according to circumstances."

Denver: "It depends on the volume of other work and the importance of the question. We usually expect to look in all available places until the question has been answered, but in busy times some limits have to be observed."

Grand Rapids: "It all depends on the relative importance

of the subject as related to local needs. We sometimes spend many days on one subject."

Minneapolis: "Any amount for an urgent need of our own residents, or for other librarians."

Newberry Library: "This depends very much on the importance of the subject and the use which is to be made of the material. For some research workers we have spent many hours, even days. As this is essentially a research library of source material we feel justified on proper occasions in going to great lengths to assist a scholar."

Oakland: "It is not unusual to spend half a day on one question. No limit is placed on the time that will be given to serve municipal officers or others in research work of importance to the city."

Pittsburgh: "There are frequently questions which the library is not justified in undertaking. The decision is made for each individual case in accordance with the circumstances."

In several libraries, if the amount of time that will be required seems to be in excess of the amount that the library is justified in giving as part of its regular service, without charge, members of the staff are permitted to do the work in their own time and to charge for their services. Thus New York says: "If the request is one which will require more time than can be given, we occasionally suggest, or are asked to suggest, the names of competent research workers, often members of the staff, who may be employed. The library assumes no responsibility for the work done, and the arrangement is a personal matter between the investigator and the person employing." Similar arrangements are sometimes made in Boston, the Grosvenor Library, the John Crerar Library, Los Angeles, and St. Louis. In Louisville and in Pittsburgh the pay for such service is usually fixed at an

hourly rate approximately equivalent to the salary rate per hour of the assistant who does the work. Denver, the Newberry Library, and several others, have lists of specialists who can be engaged for work of this kind.

Only the following libraries report that they sometimes charge, officially, for bibliographical or research work which requires more time than they feel justified in giving without charge. Indianapolis has a rate of fifty cents an hour for such service, the receipts from which are turned in to the cash fund and are appropriated for book purchases. Kansas City charges one dollar an hour for research on business questions for non-residents. Portland, Ore., occasionally makes a charge for service to people outside the county, and turns the money in to the general funds. Utica sometimes charges for extensive work undertaken for club women. Middleborough, Mass., sometimes charges at the rate of fifty cents an hour for genealogical investigations made for non-residents.

Facilities for special work.—Most of the libraries in Class A, and many of the smaller libraries, report that one or more rooms are available where readers may use typewriters for work requiring the use of library material, where workers may hold conferences and discussions, or for the use of readers who are engaged in serious study which requires the use of many books. Denver reports that rooms for such purposes were available until the building became crowded, and are now among their conspicuous needs. In the new building in Los Angeles each department has several study rooms, and similar provisions are being planned in Minneapolis. In general, such rooms are available, on request, to any groups or individuals who have real need of them. Omaha, Toledo, and some of the small libraries report that the rooms are used chiefly by debaters. Brooklyn and Grand Rapids have found it necessary to place some re-

strictions on the use of their rooms by students. Cleveland says: "Our policy is to provide special facilities whenever possible for individuals who are writing books or doing some special study or research work, for club program committees and debaters, and for clubs and organizations the leaders of which receive no direct compensation. Preference is given to educational groups such as university extension courses, board of education groups, etc."

Most of the reports state that the use of fountain pens by readers is permitted, but not of ink in bottles. Special tables or desks at which ink may be used are provided in Atlanta, Des Moines, Long Beach, Portland, Ore., and San Diego.

Tracing is generally permitted only if the page from which the tracing is done is adequately protected by a sheet of gelatine, celluloid, or mica.

Service by correspondence.—Many libraries report that some limitations have to be placed on the amount of work that can be undertaken on questions received by mail. Several state that no genealogical research is undertaken; others that all questions are answered if they do not require too much time. A few have more definite restrictions. St. Louis will not guarantee more than half an hour, and not that if rushed, but often gives considerably more; San Diego will not do more than two pages of copying without making a charge for the typewriting; Watertown, Mass., reports that it will not spend more than twenty minutes on a question. The following reports illustrate a very general desire to extend as much service in this way as the demands of other work and the nature of the question will permit:

Chicago: "We undertake to answer questions if they do not involve too much research. Out of town inquirers are referred to their local or state library whenever possible."

Cleveland: "Our policy is very liberal, but inquirers are

referred to their local resources when these are adequate but seem to have been unknown or overlooked."

Denver: "We are beginning to limit correspondence service except to state-licensed engineers, who have the privilege of the complete service of the technical division of the library. When this division was founded, the technical and engineering books of the library were moved into a separate room, and the State Board of Engineer Examiners gave the library a considerable amount of money which had accumulated from the license fees of engineers. About one-third of the whole collection was bought with this money, and further amounts are received annually from the same source. Thus the ownership of a very large part of the collection stands in the name of the State Board of Engineer Examiners. The money is given the library for the purchase of these books on the condition that every engineer who holds a license from the board is entitled, whether in Denver or not, to all service of the technical division. Non-resident engineers are making use of this privilege to a considerable degree, and the reference department of the library contributes a monthly article about the library to the Engineers' Bulletin.

Grand Rapids: "We answer many questions by correspondence. Those coming from educational institutions, teachers, or writers, receive more consideration than would be given to an unknown individual who did not state the purpose for which he wanted the information."

Indianapolis: "If questions concern local material, which would not be likely to be available in most libraries, they are quite fully answered. If it is seen that a question will require more time than we feel we can spend on it without remuneration, we write the inquirer to that effect and state the approximate charge for the work."

Minneapolis: "We do not expect to do extensive research for people out of town. If the matter seems very important we may spend some time. We have often referred inquirers to sources from which more information could be obtained or urged their personal visit to the library."

New York: "The library is glad to answer inquiries as to its resources; to give bibliographical information within reasonable limits; to supply brief lists of references; to answer definite questions if the information can be found without too great research. Reasonableness and definiteness of the request and the amount of time that can be spared from service to readers in the library, determine the amount of help which can be given. No translations are made. The photostat is suggested for copying material wanted if it is more than a brief passage."

Newberry Library: "Some of our most important service is rendered through correspondence, but of course there is a limit to the extent to which staff members can themselves investigate a subject for a student at a distance. As to how far we can go we have to use our judgment in each individual case, and beyond a certain point investigators are advised to employ the assistance of some expert who can personally visit the library."

Pittsburgh: "Many questions are such that we can send definite answers, and we do a great deal of this kind of work. We send many reading lists by mail, and references to books in which the information can be found. On genealogical questions we send definite information only if we can very readily find it. In general, we make a careful search for any definite information requested, but any broad investigation or study of a subject must be made by the reader himself."

In county libraries, because of the larger area covered, a

larger proportion of work is done through correspondence than in most city libraries. The following reports illustrate this feature of county library service: Ventura County (Calif.) Public Library: "A great deal of our reference work is done by correspondence, and we try to give as good service as though the applicants came to the library. We have a very good duplicate collection of unbound magazines, and send out many magazine articles. Encyclopedia articles we often copy, and we often mail several books in answer to a serious inquiry. We frequently suggest that if the person can come to the library we can give him better service, but we do not hesitate to send out any of our material." Tulare County (Calif.) Public Library: "We are always willing to give help by correspondence, and attempt to answer all kinds of questions. Most of our work is carried on in this manner through the branches. Telephone or telegraph service is given when necessary."

IV. PAMPHLETS

Pamphlet collections.—The term "pamphlet collection" is here used in the widely accepted meaning of the term, not with reference to pamphlets which are classified, cataloged, and shelved with the books, but to more ephemeral material which is filed separately, usually in vertical files or in pamphlet boxes; is usually classified only roughly under subject headings; and is usually cataloged only in very simple form if at all. The pamphlet collection usually contains also clippings from various sources, though in some libraries it is restricted mainly or entirely to pamphlets.

A pamphlet collection is maintained, usually as part of the reference department's equipment, in practically all of the libraries reporting in Class A and Class B; in nearly all of Class C; and in about half of those in Class D. In the large

libraries special divisions (industrial, art, etc.,) usually have their own pamphlet collections of material in their own special fields, supplementing the more general collection of the main reference department.

The chief purpose of the pamphlet collection, ordinarily, is to supplement the information which is available in books and in magazines. Much of the collection is therefore ephemeral in interest and value, and is usually made up in large part of material on current topics, not yet treated in books or in magazines; local history material; and "fugitive" material which is not readily found in books. Most of the reports indicate that the material which is most frequently used is on subjects of debates or other school assignments, and material for study-club programs: subjects of current interest, economic or social; descriptions of places; literary biography and criticisms of modern writers; readings and recitations; holidays and entertainments. Among the county libraries reporting the pamphlet collections are largely composed of agricultural, mining, or other industrial material, according to the nature of the region, and of state documents.

The following reports indicate the general nature of the pamphlet collections of some of the large libraries.

Berkeley: Material secured by checking the *Public Affairs Information Service Bulletin* and certain other periodicals; issues of the current volumes of some serials, such as the World Peace Foundation pamphlets; circulars and bulletins of banks; college catalogs; machinery catalogs, etc.

Chicago: A collection in the civics department, in the fields of business, civics, education, economics, sociology, and municipal affairs; in the reference department, of biography, literature, and local history.

Denver: A large collection of pamphlets, mainly fugitive material of current interest but not worth binding and cataloging; a small collection of clippings confined to Colorado

history and some poems and biographies; as a substitute for general clipping files the library indexes its bound local newspapers and municipal magazines.

Detroit: In the general reference department, small pamphlets and clippings from newspapers and magazines, on subjects within the scope of the department; material is literary, historical, biographical, and descriptive, and includes also pronunciation of words and names, book reviews, reading lists, etc. In the civics division are kept pamphlets, clippings, and late municipal and state reports on public affairs, economics, and social science; special emphasis is placed on statistical material, not limited to that of recent date. The music and drama department has a collection of pamphlets and clippings on subjects within the scope of the department: biographies and pictures of musicians and actors; reviews and criticisms of plays; pictures of stage settings, etc. A collection in the fine arts department includes art and picture dealers' catalogs, art book reviews, and material of a biographical and descriptive nature.

The legislative reference service in the Library of Congress maintains an extremely live pamphlet collection of files of current information on subjects of congressional inquiry or activity. This obviously broad and comprehending field includes economics, sociology, political affairs, commerce, industry, agriculture, public finance, legislation, federal, state and municipal government, public health, investments, banking, labor conditions, criminology, international relations, and other more specific topics. Special attention is given to statistical material, and any information emanating from official sources in either the United States or foreign countries.

Approximately two hundred periodicals (issued weekly, monthly, or quarterly), government publications, and newspapers (New York, Washington, and London), are surveyed to provide the material for these files. The articles are se-

lected and classified; then clipped and prepared for filing by being mounted on manila paper of uniform size, when too small for preservation otherwise, folded when several columns from a daily paper are taken, or fastened together by a stitching machine when the same article extends over several pages of a magazine; later they are filed in stiff paper folders in a vertical file, which follows in general the Library of Congress classification. Other material kept in the files includes bibliographies prepared in another division of the library, photostats of articles in journals not clipped, certain official reports and congressional documents, also manuscript studies prepared by members of the legislative reference service staff. There is a subject index on cards, arranged alphabetically, for the whole collection.

Very little elimination has taken place, as yet, except in the case of duplicates, although the files were started in 1914. Articles for the current and preceding years, generally speaking, are kept in the "main file," those for the three years prior are in the same room in a "transfer file," and those yet older in another less accessible place.

The files are maintained primarily for the use of the senators and representatives, their secretaries and other assistants, and the members of the library staff, notably the research workers in the legislative reference service. Persons employed elsewhere in the government departments, however, are granted the privilege of consulting them, also any others making proper arrangement with the director of the legislative reference service, so that, although the files are not available for the general public, almost any well-endorsed student of the subjects covered may use the material. The greater part of the inquiries that come to the legislative reference service find their answer in this pamphlet collection.

New Bedford: Many thousand pamphlets, largely of local

importance, not worth putting into the general catalog, are filed in pamphlet cases which are indexed for library use. This index is not accessible to the public except on request.

New York, Reference Department: A large collection of current clippings, including some uncataloged pamphlets, is kept in the economics division. There are also various small collections of clippings, mounted in scrap books, on the drama, the theater, baseball, political campaigns, and other subjects. These scrap books, which are of historical and not current interest, are cataloged, classified, and shelved with the books on the same subjects. Far more important, however, is the pamphlet material which is bound into volumes and distributed through the reference department's collections according to subject (see page 138). In the Circulation Department pamphlets are not usually cataloged unless they are important enough to be bound and treated as regular books in the branch libraries. A large number of pamphlets are sent to the branches, where they are cared for in vertical files and in similar ways; although primarily for reference use they are freely circulated when needed. Some pamphlets are put into temporary bindings, classified, and shelved with the books for circulation, although they are not regularly accessioned or cataloged.

St. Louis: General local matters, debate subjects, current affairs, genealogy, literary criticism, and illustrations.

St. Paul: Material of five main classes: obscure; very recent; valuable historical information supplementing the books; local history; and biographical material.

Among the specific reports illustrating the nature of pamphlet collections in some of the smaller libraries are the following: East Orange files material on certain specific subjects which are of current interest to schools and clubs,—local history, civic affairs, typed copies of poems which are hard to find in print, debating material, and programs; there

is also a file of material in the circulation department. Houston has a collection of bibliographies, material of local interest, club programs, debate material, material about recent authors, suggestions for entertainments, and government publications that are in frequent demand.

Owatonna (Minn.) Free Public Library reports as follows: The source of our supply includes government, state, and local bulletins; publications of societies; many things that we chance to see advertised; titles mentioned in the *Booklist;* college publications; and many things that come unsolicited. The librarian takes charge of the pamphlets as they come, assigning subject headings that are printed in ink in the upper left hand corner, with date of publication in the upper right hand corner. The latter facilitates removals and replacements. The collection is filed alphabetically by subjects. Most of the pamphlets are placed in vertical filing cases, but some, especially state and local material not easily replaced, are put in pamphlet boxes and kept in the office.

Closely allied with the material usually found in pamphlet collections are the school and college catalogs which are kept to some extent by practically all of the large libraries and by a few of the smaller. In Kansas City and Los Angeles such collections are kept in the teachers' department. New York, Reference Department, has at the delivery desk in the main reading room the latest issues of the annual catalogs or registers of eighty-four colleges and universities; earlier issues of these, and the catalogs of other colleges, are shelved in the stack and are available on request.

Care of pamphlet collections.—The vertical file is most extensively used for storing the pamphlet collections, though some libraries, including Cincinnati and San Diego, report only the use of pamphlet boxes, and many use a combination of the two methods. Kansas City, for example, uses the vertical file for the main part of the collection, but boxes for

the less frequently used pamphlets and for clippings. In Chicago the civics room pamphlets, a very voluminous collection, is filed in boxes, while the reference room collection, chiefly literary, historical, and descriptive, which is smaller and more frequently weeded out, is kept in vertical files. Atlanta and Berkeley use the vertical file for clippings and pamphlet boxes for pamphlets. In Pittsburgh unmounted clippings are kept in a vertical file, and mounted clippings (material relating to Pittsburgh) in pamphlet boxes.

Clippings are most generally filed in envelopes or folders, placed in the vertical file or in pamphlet boxes; the most important and most frequently used clippings are often mounted on cardboard. A few libraries, including Atlanta, Hartford, and Seattle, insert some of the more important clippings in "U-File-M" binders. Scrap books of clippings on certain subjects are made by New York, Reference Department; by Muskegon and the Forbes Library, in Northampton, on local history; by St. Louis, for debate material and local history; by Washington, for the *Washingtoniana* collection; and by Los Angeles, for genealogical clippings from the Boston *Transcript*.

Except in a very few libraries an alphabetical-subject arrangement of the pamphlet collection is used in the vertical filing system; in some, as in Washington, so far as possible the subject headings are assigned in conformity with the headings used in the general catalog. Where pamphlet boxes are used, a classed arrangement is followed rather more frequently than the alphabetical.

In many libraries a gradual "weeding out" is always going on in the pamphlet collection as the addition of new material makes it both possible and convenient to withdraw older material, and as certain subjects decline in popularity. Sometimes this weeding out is done only as occasion arises, or, as one report states, "when weeds are noticed." More syste-

matic weeding is done by most libraries at irregular periods, as the file becomes crowded. Several report that it is done once a year.

Pamphlets treated as books.—Practically none of the larger libraries, and few of the smaller, place all pamphlets in the "pamphlet collection," but classify, catalog, and shelve with the book collection the pamphlet material which seems of sufficient importance. Toledo, for instance, says: "Pamphlets are treated in the way in which we think they will be of greatest service, or, in some cases, in which they will be best preserved. Sometimes they are put into vertical files, with no attention given them by the catalog department. When they are accessioned, we sometimes bind, sometimes reinforce, or use the red-rope method, and sometimes use pamphlet binders. Our one basic distinction is between accessioned and cataloged material, which is prepared in some way to stand on shelves, and unaccessioned and uncataloged material, which may be filed or shelved as seems best."

Few libraries adopt exclusively any one method of shelving pamphlets which are treated as books, rather than as a part of the "pamphlet collection." Several report only the use of pamphlet boxes, and others only the use of pamphlet binders, commercial or home-made. Most generally, boxes or inexpensive binders are used for material which is not considered worth permanent preservation, and more valuable pamphlets are placed in some kind of binding, either boards or cloth.

The occasional binding of pamphlets together in volumes containing several pamphlets by the same author or on the same subject, is reported by Berkeley, Brooklyn, Chattanooga, Cleveland, Muskegon, New Haven, New York, the Newberry Library, St. Louis, San Francisco, Tacoma, and several others. Most of these, however, report that this method is rather infrequently used, and only New York, Ref-

erence Department, reports that it is used extensively. "In general," the New York report states, "pamphlets are broadly classified by subject, bound into volumes of convenient size, and shelved according to pamphlet volume numbers (p. v. 1, 2, 3, etc.) at the end of the classes to which they belong." These pamphlets offer one of the most significant collections of primary material for research. A few libraries report that pamphlets are sometimes bound together, irrespective of subject; this is done in Cleveland for some unnumbered publications of societies.

Cataloging of pamphlets.—In considerably more than half of the large libraries, and in a higher proportion of the smaller, material in the pamphlet collection is not ordinarily entered at all in the general catalog. An exception to the general practice is sometimes made for occasional pamphlets of unusual importance or for certain serial pamphlets. New Haven, for instance, makes some author entries, especially for pamphlets issued by well-known organizations; Portland, Ore., catalogs some important pamphlets the same as books, and for some documents makes author references to the pamphlet collection. A few, including the Grosvenor and the John Crerar libraries, make regular author entries for all pamphlets, and a few make individual subject entries. The John Crerar Library also places in the front of every drawer of the public classed catalog the following card referring to the pamphlet collections.

Pamphlets.

The Library has a large number of pamphlets not entered independently in the public catalogues. Those on a given subject may be obtained on enquiry at the delivery desk. In some cases collections on definite subjects have been bound and catalogued as "Pamphlets on—." The cards for these collections may be found in the author catalogue arranged alphabetically and in the classed subject catalogue under the subject.

In the Chicago Public Library all subjects represented in pamphlet files are indicated in the public card catalog by means of general subject reference cards. Pamphlets are not fully cataloged unless they are important enough to go into the stacks as books. The following methods of treatment are followed:

Material for the pamphlet collection in the civics department is classified, and all pamphlets belonging in the same classification are kept together in pamphlet files. The subject is brought out in the public card catalog by using the following card:

> A pamphlet box containing principally pamphlet material, newspaper clippings, magazine separates, documentary publications issued by the federal, state and municipal governments and other related material dealing with this subject, may be consulted in the civics department, 4th floor, North. Call no. —.

Circulating copies, grouped together, and called package libraries, have the subject brought out in the catalog by means of a similar card.

The civics department has a simple author and subject card for each pamphlet in a file, for staff use, to facilitate locating a pamphlet called for by the name of the author, but no individual pamphlet is cataloged in the official public card catalog unless it is of unusual importance, when it is treated as a book.

The document catalog, which is being made, is kept in the civics and documents department. After all of the old document cards have been withdrawn from the public card catalog, the references to document pamphlets there will be by subject only, except in instances where there will be an author card for the entire series, referring to specific bureau or department publications. In this way the reader is referred by

subject to the civics department, where eventually each document pamphlet will be fully cataloged by author, title, and subject.

Pamphlets kept in the vertical file in the reference department are not cataloged. They are filed by subject, and a subject card is filed in the public card catalog referring the inquirer to the reference department. For the use of the staff, a file of subject cards is kept which lists the titles of the pamphlets to be found in the vertical file on the subjects covered. Important pamphlets are cataloged and put into the stacks like books.

In many other libraries also the pamphlet material is treated in various ways, according to its nature. Buffalo, for instance, catalogs fully all pamphlets that are placed in the regular collection; many are not cataloged at all, but are arranged alphabetically and are frequently weeded out; for others, a general reference to the pamphlet collection is inserted in the catalog. In Oakland a few pamphlets have regular author entries, most of them have subject entries, and those that are placed in the vertical file have only general references, under subjects, to the pamphlet collection. In Pittsburgh many pamphlets are fully cataloged; some are put in the vertical file, under subjects, uncataloged; and some are cataloged under authors only in a separate pamphlet catalog.

Separate catalogs for the pamphlet collection are reported also by Pratt Institute Free Library (with entries under authors, in addition to subject entries in the official classed catalog); by St. Louis (authors and subjects); by San Francisco (authors); and by Utica (authors and subjects). In St. Louis and in San Francisco the cataloging of these pamphlets is done by the reference department; in Pratt Institute Free Library and in Utica, by the catalog department.

In Tacoma all pamphlets which are added to the reference

collection are given a classification number by the catalog department, and are filed on pamphlet shelves in the reference work room. A card is made for each subject heading used, and is filed in the public catalog, announcing that "Uncataloged material on this subject may be found in pamphlet collection in reference room, Class ——."

Among the libraries where most or all of the material in the pamphlet collection is brought out in the public catalog by general references under subjects, are Houston, Indianapolis, Pomona, San Diego, and Savannah. At Long Beach, pamphlets not important enough to treat as books, and too bulky or of too permanent interest to put in the vertical file, which consists largely of clippings and small folders, are put in pamphlet boxes and shelved with the books; a card for the subject of each pamphlet box is filed in the public catalog ("For pamphlets on this subject see the boxes in Class ——"); sometimes a similar card is made for a more specific subject, represented by a particular pamphlet in a box.

At Washington all pamphlet collection material is brought out in the general catalog. A multigraphed form for each department is kept in stock ("For pamphlet material and clippings on this subject consult assistant in ———— department"), and the subject heading is typed on one of these cards whenever a new subject is added to the collection. The subject headings for all pamphlets are assigned by the catalog department, to ensure uniformity with the general catalog.

At Denver the main catalog contains about 500 general subject references to the thousands of pamphlets in the document collection, and a few subject references to pamphlet boxes in the main reference room.

A majority of the libraries reporting state that pamphlets which are treated as a part of the book collection, and not as part of the "pamphlet collection" in the more restricted

meaning of the term, are cataloged in regular form. Many exceptions, however, and many simplifications, are reported, of which the following are illustrative:

Brooklyn: Serials in red-rope covers have "temporary cataloging"; that is, a green card with a pencilled entry. When enough are received to make a volume they are accessioned and fully cataloged. Regular analytics are made as separate numbers are received.

New Haven: Pamphlets are listed briefly, under the author or the issuing organization, or under the general subject if from miscellaneous sources.

New York, Reference Department: Some pamphlets or leaflets of minor importance, not requiring full cataloging, are classified, bound into volumes, marked "n. c. 1, 2, 3," etc. ("n. c." meaning "not cataloged"), and shelved after the pamphlet volumes that are fully cataloged. One or more subject entries are made in the catalog for the contents of these volumes.

St. Louis: Pamphlet monographs that are bound in any form are classified and cataloged by the reference department. The volumes are not entered in the main catalog and are not accessioned, but the cards are filed in a special "bound-unaccessioned" catalog in the reference department.

Circulation of pamphlets.—Circulation of pamphlets is permitted to some extent by a large majority of the libraries reporting (31 among 55 in Class A; 31 among 56 in Class B; 86 among 112 in Class C; and by practically all in Class D, where the collections are smaller). Among the libraries which report that circulation is not ordinarily permitted are Galveston, Memphis, New Haven, and San Francisco. Many of the large libraries report that circulation is permitted rather infrequently, under special circumstances and by special permission. Chicago and Pittsburgh do not lend, as a rule, unless they have duplicate copies. Los Angeles re-

ports that the circulation is quite free in sociology; in science and industry, where there are many duplicates of government and trade publications; and in the school and teachers' room, where much material of importance is in pamphlet form, and where they try to have duplicates for circulation.

In issuing pamphlets the most usual method is to charge them in regular form on the reader's card. (This is reported by 25 libraries among 36 in Class A and by 28 among 32 in Class B.) In some libraries a temporary record is made, usually at the reference desk; in St. Louis, on a special form which requires the borrower's signature; in Pittsburgh, on a signed call slip, on which is written the borrower's address and telephone number and the length of time the material may be kept. In Washington a slip record is kept at the reference desk, giving the subject represented and the number of pamphlets lent, recording enough information to identify the material but usually not recording the title of each pamphlet.

In most libraries the number of pamphlets which a reader may borrow at one time is regulated mainly by the available supply of material and the demand for material on the subject. A few have definite limits which are applied in most cases, varying from one or two, as at Dayton and Kansas City, or two or three, as at Evanston and Somerville, to ten, as at Indianapolis. Much variation is reported also in regard to the length of time for which pamphlets are issued. Some have no definite rule on this point, but allow the matter to be determined largely by the circumstances of each case. Thus Utica reports: "The length of time varies according to the material. While in general they may be borrowed for from two to four weeks, some are entirely reference, or are circulated only for from one to three days."

Continuations and serials.—In St. Louis all periodicals, continuations, and government or state documents which are

received as gifts are designated by one of three letters, X, Y, or Z, according to the method of dealing with them and their ultimate disposition. Continuations which the library wishes to receive regularly, intends to keep permanently, will consider binding, and will solicit when lacking, are designated on each copy and on the checking cards by "X." Continuations which the library will keep if they come, but does not intend to bind or to enter and regularly accession, and which will not be solicited if not received, are designated by "Y." Material which is not to be checked, acknowledged, or solicited, and which may be disposed of as the reference department sees fit, is designated by "Z." Such material may be clipped, kept permanently, kept until the next issue is received, or discarded at once.

When the continuation binding list is made up titles chosen from the "X" file are marked "XX" to designate them for inclusion in the list. Continuations received bound, which the reference department wishes to have entered and accessioned at once, are also marked "XX." Continuations bound from the "XX" file are regularly entered and accessioned, but all bound continuations received in the "Y" or "Z" files are cataloged by the reference department, and classified as "bound-unaccessioned."

The Carnegie Library of Atlanta has a system for the automatic weeding out of serial pamphlets which are regularly received. Such pamphlets are classified by means of a checklist on cards, giving the name of the pamphlet, the frequency of issue, a symbol indicating the time it is to be kept, and the classification number and subject heading used in the pamphlet catalog. Entry is under the title if this is distinctive; the author's name may be added on the second line of the card. Where several serials are received from one source, the author entry is in the nature of a series card. The time symbols used in checking are as follows: C-Current number

only; D-Discard immediately; D6mo-Discard after six months; Dyr-Discard after a year; D2yr-Discard after two years; Eyr-Examine after a year and discard or give new symbol; K-Keep permanently.

V. MAPS

Although the possession of at least a small collection of maps is reported by nearly all of the large libraries and by many of the smaller, the extensive acquisition of maps is reported only by the following libraries which answered the *Survey's* questionnaire: Boston, a separate section of the "special libraries" department; Chicago, in the civics department; Cincinnati; the John Crerar Library, a special room for maps; Denver, a map room, cared for by the attendants in the document room; Detroit, in a separate room and in the general reference room; Grand Rapids; Los Angeles, a map division, under supervision of the reference department, occupying a separate room in the new building; New York, a separate map room; Portland, Ore., a map room adjoining the reference department, especially fitted with drawers and racks for holding maps; and St. Louis, a map division.

In libraries which have no separate map room the maps are usually kept either in the general reference room or in special reference divisions, as in the art room at the Forbes Library in Northampton, and in the business branch (mainly) at Minneapolis.

Rollers are used, for some or all of the large maps, in more than half of the libraries reporting, but several indicate an aversion for this form of storage and display; Chicago has few wall maps, Pratt Institute avoids the roller type, and St. Louis is gradually dissecting its large maps, mounting them, and folding into portfolios; Salt Lake City has

some rolled maps, but usually dissects and folds them. Several libraries are using trade-manufactured racks for storage of rolls, but a larger number have had racks built to order. Louisville has attachments above the shelves in the reference room, and one cabinet; New Haven has simple uprights against the wall; Brooklyn has a wide board, suspended horizontally, with curtain rollers beneath.

In several libraries the rack is used only for display purposes, and the rolled maps are stored when not in use. Detroit has a rack, made to order, on which maps are displayed on curtain rollers; when not in use the rolls are hung inside the rack. At the Newberry Library roller maps are hung in a closet when not displayed, fastened by a hook in one end to a ring in the ceiling of the closet. Cincinnati lays the rolls horizontally on wall supports in the stack. Long Beach has a cupboard, made to order, with horizontal compartments 5″ x 6½″, for horizontal filing. Dayton has a special cupboard in which maps are stored on end; each map is provided with a metal eyelet or loop of tape, so that the map may be hung; the titles of the maps are lettered on the outside so that they are visible when the maps are rolled. Contra Costa County, Calif., uses folding maps, fitted with eyelets through which they can be hung for display or tied when folded.

Other methods of storage and display of maps are reported as follows:

The map collection of the American Geographical Society contained on December 31, 1925, 65,403 maps in sheets and 1,322 atlases.

With the exception of certain wall maps, which do not permit folding, the maps are mounted on cloth, dissected when too large to fit the drawers, and filed in fourteen oak cases, which, with the exception of four cases of which two are shorter and the other two both shorter and wider, are of the

following dimensions: Length: 29′ 6″; height: 42¼″; width: 29″.

Each case is divided into eight divisions standing side by side. Except for the two wider cases, pairs of cases stand back to back, providing a large surface for spreading out maps. Between each two divisions is a wooden partition two inches thick.

Each division contains eight drawers, each drawer consisting of a sliding oak shelf upon which rests a removable box made of gray cardboard, partially reinforced with gray cloth. The lowest shelf is 2¼ inches above the floor and the shelves are $4\,^{2}/_{10}$″ apart.

Except in the large cases (mentioned above) each shelf is 42¾″ broad, 29″ deep, and $^{7}/_{10}$″ thick. Each box is $3\,^{8}/_{10}$″ high, 41¾″ broad, and 28″ deep. The front and part of the top of each box may be raised for the insertion and removal of maps.

The maps are placed in paper folders within the boxes.

The divisions are numbered consecutively from 101 to 198. The drawers in each division are lettered from A to H. A name is also affixed to each drawer indicating the region covered (such as New York, Europe, etc.)

Within the drawers, the maps are arranged either chronologically, by local subdivisions of the larger region covered by the drawer as a whole, or, in the case of series (such as charts or government topographic sheets), in alphabetical or numerical order. The paper folders are stamped accordingly: i. e., New York City, 1908-1912; or, Massachusetts A-C (meaning that the folder contains maps of Boston and other local divisions of the state); Pennsylvania A-F (folder contains topographic sheets which come within these letters of the alphabet); or, U. S. Hydrographic Office 4000-4040 (folder contains charts of the Hydrographic Office corresponding to these numbers).

Each map is represented in a card catalog by author and subject cards which give reference to its location by division and drawer, thus: 145-B.

Boston: Practically all maps are mounted in the library's bindery. If already provided with covers they are shelved like books. Separate sheets are classified in portfolios which are always open for additions. A typical call number reads: No. 41 in Map 143.6. The portfolios are laid flat on the shelves of specially constructed cabinets. If cut into sections the maps are mounted on large sheets with hinge spaces.

Chicago: Most maps are folded and clipped in pamphlet binders, and filed in vertical files.

John Crerar Library: By far the greater number are kept in portfolios, and these in boxes on a rack. The boxes are a modification of one of the well-known pamphlet boxes.

Los Angeles: In the map division of the new building large maps are cared for in two ways—on rollers, and in winged cases measuring 4′ x 6′. The older maps are rolled, and filed on narrow slanting shelves which will accommodate, at most, three maps, on the wall of the stack room. The label, bearing the name and number of the map, is in a special label holder on the edge of the shelf.

New Bedford: Maps are arranged on special shelves, protected from dust; each map is numbered, and a list hangs at the end of the stack.

New Haven: Maps not on rollers are grouped in large folders of heavy paper, and kept in large shallow drawers of a special map case.

New York: A few roller maps are displayed on large racks in the main reading room. All others are kept as sheet maps in drawers made for the purpose, or in bound volumes as atlases. If too large for the drawers, which are 43″ x 36″, they are cut up.

Newberry Library: A few are on the walls for display; some are on rollers; many are mounted on linen, folded and bound like a book.

Oakland: Wall maps are attached to a trade display rack, which is not very satisfactory. Most maps are either kept flat in binders or are folded and kept in the largest pamphlet boxes.

Peoria: Maps are rolled, with labeled tags exposed, and filed in a cabinet 7′ 7½″ long, 3′ 2½″ wide, and 3′ ¼″ high, with 4-inch divisions and doors at both ends.

Pittsburgh: Most maps are mounted on muslin and folded into covers, to stand on the shelves.

VI. PERIODICALS

A separate room for periodicals is reported by approximately two-thirds of the libraries of Class A, one-half of those in Class B, and one-third of those in Class C. In the smaller libraries the periodicals are usually shelved either in the general reading and reference room, or in the main lending department if there is no separate reading room. Many of the large libraries (18 among 59 in Class A) have also a separate room for newspapers. Where there is no separate room for periodicals or newspapers they are made available in the general reference room, or, in case of periodicals devoted to special subjects, in divisional reference rooms such as technology, art, etc.

The main collection of periodicals, whether shelved in the reference room or in a separate periodical room, usually contains the current issues of all magazines (with exception perhaps of some which are especially liable to mutilation); also, frequently, several of the latest non-current issues of at least the most popular magazines. In some libraries bound volumes for several years back are also shelved with the current periodical collection. Current issues are ordinarily on

open shelves where readers have free access to them. Unbound back numbers are also, frequently, on open shelves or in cupboards to which the readers have free access, but are sometimes shelved in the stacks or in another room and are available only on request.

The following reports are illustrative of various conditions and methods:

Berkeley: Current unbound periodicals and bound periodicals of recent years are shelved in the periodical room. Because of overcrowding, older bound periodicals are shelved above the stacks. All unbound periodicals are shelved in the periodical room except a few of minor importance which are in an open stack. Unbound issues are on open shelves.

Boston: A large number of the bound periodicals indexed in Poole's *Index* and *Reader's guide* are shelved in the periodical room and serve as a general periodical reference collection. All unbound periodicals except art, music, and statistical, are in the periodical room. About 450 periodicals are on open racks and stands and are accessible to the public.

Chicago: Recent unbound issues are in the periodical room and in special divisions. The latest issues of the most popular magazines are on open shelves; other unbound issues are on closed shelves.

Cleveland: The periodical room contains the unbound recent numbers of general magazines; many periodicals on special subjects are shelved in their respective divisions. Current issues are mainly on open shelves; back numbers of current volumes are on closed shelves, available upon request.

Dayton: The reference room on the second floor contains both bound and unbound issues of all reference periodicals. Unbound circulating copies, with a few exceptions, are kept on open shelves. Unbound reference copies are kept on closed shelves under the reference counter with only current numbers accessible to readers. Whenever, for any rea-

son, a magazine is not kept on open shelves a label is placed on the proper shelf so that anyone desiring it may apply at the reference desk.

Detroit: The periodical room contains only recent unbound copies. Some special periodicals are shelved in their respective departments. The latest number of the most popular periodicals is kept on open shelves; all other unbound issues are available only on request.

Minneapolis: The periodical room contains only recent numbers unbound. Special periodicals are kept in their respective departments. All but a few of the current issues are on open shelves; back numbers are on closed shelves except a few of the popular magazines which circulate.

New Bedford: About six months' issues are kept in drawers in the reference room accessible to the public, and are circulated as freely as books.

New York: In the Reference Department most of the 12,000 periodicals currently received are kept in the current periodicals room for use until volumes are completed for binding. Current newspapers go to a separate room, and in certain subjects, such as music, economics, technology, and American history, the current issues are kept in the special reading rooms or divisions devoted to those subjects.

Peoria: Recent numbers are kept in portfolios in the periodical room; also bound volumes for ten years back for certain selected magazines.

Pittsburgh: Unbound recent numbers are kept in open cupboards around the room, accessible without request, except a few periodicals which experience has shown must be kept at the desk and signed for. All cupboards are locked on Sundays.

St. Paul: The periodical room contains bound volumes for fifteen or more years back. All unbound issues are shelved

in the periodical room or in special divisions. Most of them are on open shelves.

San Diego: All recent issues are kept in the periodical room until they are ready for binding. Those which are not bound are sent when a year old to a basement store room. Current issues are accessible without request; back numbers are available only on request.

Washington: The reference room contains current numbers and bound volumes for ten years past, accessible to readers without request. Others are kept on closed shelves in the stacks.

Many different forms of magazine binders are in common use. Many reports state that the binders used are reasonably satisfactory, but many others state that they are not. Complaints most frequently made are that the binders are inconvenient for readers, that they are not durable, that some of them are hard to manipulate, and that they do not afford sufficient protection. One library has discontinued the use of binders, after finding them satisfactory in all respects except that they were cumbersome and noisy, wore shabby, had troublesome locks and springs, and that it was laborious to equip many individual numbers. Many libraries use binders only for some of the magazines which are most used, and a few use no binders at all. Among these are Detroit (except duplicate copies for circulation), Evansville, Flint, Mich., Indianapolis, Memphis, Muskegon, Mich., and Somerville, Mass. Muskegon reports that the use of binders was discontinued three or four years ago and the periodicals keep in about as good condition without them as with them. Many libraries use binders which are made in their own bindery, or place them in red rope or other covers made at the library, or in various forms of commercial pamphlet binders.

Periodical check lists are kept on cards in nearly all of the libraries reporting, although loose-leaf sheets are used

by some. New Bedford has the lists pasted on heavy cardboard, with weeklies, monthlies, and quarterlies on separate sheets, and finds these sheets easier for inspection than the lists kept on cards. Most libraries have no method of bringing the non-receipt of periodicals automatically to attention. Many report that the entire check list is examined at regular intervals, either weekly or twice a month or once a month, for the purpose of noting delayed copies. Other methods are reported by a few, as follows:

Cleveland: Colored clips are attached to the check cards to indicate when each magazine is due, that is, whether it comes weekly, quarterly, the first of the month, or the middle of the month, and so on. The clips are moved to a new position each time an issue is received. At the end of each week all that is necessary to determine what titles, if any, are overdue, is to look over the file and see how many clips that should have been moved are still in their old positions.

Dayton: A separate file for follow-up purposes is kept on smaller cards than the check list, with the title only recorded on each card. The cards are arranged by the date the magazines are due. Weeklies, bi-weeklies, monthlies, etc., are grouped separately. When a magazine is checked the card for that title is filed under the next date due.

Grand Rapids reports having once tried an automatic arrangement but the fact that the record was kept by different persons made it unsuccessful and it was given up.

Minneapolis: A clip is placed on the corner of the checking card for each weekly and is moved to the center of the card when the magazine is received. At the beginning of the new week the position of the clips indicates the weeklies that have been received.

PART II

Service to Readers in College and University Libraries

Chapter I.

SERVICE TO READERS: COLLEGE AND UNIVERSITY LIBRARIES

I. ORGANIZATION

In most college and university libraries both the circulation department and the reference department, whether considered in their location, their organization, or their work, are less easily defined than are the same departments in most public libraries. Although many libraries report that the two departments are separate in location, in most cases they are very closely connected, and in many cases they are combined in the same room or under joint supervision in adjoining rooms. A large part of the work of the circulation department is closely associated with the use of the library for purposes of study or research. The reference service, in the larger libraries, is usually centralized only to a slight extent. Probably most universities and many of the larger colleges could say, as the University of Chicago does, that "every one of our departmental libraries is really a reference library, and all departmental librarians do considerable reference work, though none is exclusively a reference librarian." That this fact often tends to make unification, or at least consolidation of reference work difficult to achieve, is indicated by the reports concerning supervision of departmental libraries (volume one, pages 168-95). To a very considerable extent the library's entire collection of books, with exception of the purely recreative reading which forms a minor part of the whole, constitutes a "reference collection," which is used

partly under supervision of the library staff, partly under faculty supervision, and partly without the need of either.

Circulation and reference.—The following reports are illustrative of the close relation which exists in many college or university libraries between the circulation department and the reference department, in so far as they can be differentiated; of distinctions in the shelving of books; and of departmental distinctions in organization of the staff.

Amherst: The two departments occupy adjoining rooms. Reference work is done by the desk assistants, and there is no attendant in the reading room except the assistant in charge of reserved books.

Arizona: Circulation and reference are operated as one unit, handled by the reference staff. The reference collection is in the main reading room, and books are circulated from the main desk just outside. The reserve book room is on another floor.

Brown: Circulation is an integral part of reference. The reference and loan desks are both in the reading room, out of which opens the "Students' Library." The combined work is handled by three full-time assistants and three student assistants.

University of Chicago: A "readers' department" includes supervision of reference, circulation, stacks, and other duties. Reference books are shelved largely in the main reading room, which adjoins the public catalog room, and circulating books are shelved in the stackrooms. Many reference books, however, are shelved in the acquisition and cataloging rooms, one floor below. Six assistants give full time, and two give half time, to the circulation department. Two give full time to the reference department, and eight departmental librarians do reference work about half their time. The two reference librarians have desks, within a few feet of the circulation desk, in the public catalog room.

Colgate: Reference headquarters are in the same room with the circulation department: that is, the desk of the reference librarian is on the main floor, near the loan desk and the catalog and the cases containing general indexes and a small group of ready reference volumes. The greater part of the encyclopedias, dictionaries, etc., are in the general reading room, on the second floor.

University of Colorado: The circulation desk is in the reference room; books are in the stack adjoining.

Dartmouth: Physical conditions have prevented the development of a separate reference department, and the work is divided. On the ground floor reference work is done by the circulation staff of two professional assistants, with one student assistant on duty each hour whenever the library is open, with the catalog and a few reference books at hand; on the second floor it is done by the assistant librarian and the students in charge of reserve books, with the general reference collection.

Hamilton: Reference work and circulation are handled at the same desk, to which two assistants, with student help, give part time. Student assistants are ordinarily in charge in the evening. There is really no circulation department; the sending of overdue notices, the filing of book cards, discharging books, etc., is done by various members of the staff.

Indiana: All the circulation and reference are in one room, under the general supervision of the reference department. One man takes care of overdue books and "recalls," in addition to giving assistance to readers; one takes care of reserve books, in addition to regular desk work; three men do nothing but shelve books and "check" the stacks; eight do only the desk work.

Iowa: The reference work has been separately organized since 1924. Two assistants give full time to reference, and

a third full-time assistant checks periodicals. Four assistants, including the head of the department, make up the professional staff of the circulation department; two of these are students, working three-quarters time; twelve other student assistants average four hours a day.

Kentucky: The main delivery desk is in the general reading room. Reference books are shelved in this room, and classed books for circulation are shelved in adjoining rooms.

Maine: Reference books are in a reading room near the desk, and reference and circulating questions come to the same person.

Michigan: Fourteen assistants give full time to the circulation department; three give full time and one gives part time to the reference department, on another part of the same floor.

Minnesota: Eleven assistants, with student help, give full time to the circulation department; a chief and six assistants give full time to the reference department, in an adjoining room.

Northwestern University: The two departments are on different floors because of lack of space on the floor where the circulation department is located. As a result of the separation of the two departments, part of the reference work is done by members of the circulation department.

Oregon State Agricultural College: The reference books are toward one end of the large reading room, and the circulation desk is on one side, at the center of the room.

University of Pennsylvania: The reference department serves three reference desks: the main reference room, with the general reference collection, adjoining the circulation room; and two departmental rooms, which are connected with the main reference room by a private stairway. Seven assistants serve the three reference desks, with help from stu-

dent assistants in the evening and with occasional help from assistants in the shelf and stack department.

Pennsylvania State College: The reference work has recently been separated from the loan desk. However, the desk assistants take care of simple reference questions which come to them. The main circulating collection is in the stack, and the general reference books are in the reference room, with duplicate copies of some books that are in active demand kept at the loan desk.

Texas: Two assistants give full time to the reference department. Three give full time to the circulation department: one in charge of the reserve collection, who does no other loan work; one in charge of the stacks, who does some work at the reserve desk; and one in charge of overdues, who also does general loan work.

Tufts: The general reading room and nine seminar rooms all contain both reference and circulating books. Any book in the library may be borrowed for at least overnight.

Vassar: The reference desk and the loan desk are both in the central hall. The most used general reference books are shelved in reference alcoves near the central hall; others are shelved with their subjects on open shelves in alcoves throughout the library.

University of Washington: Four assistants give full time to the reference department, and two more will soon be added; only indexes, encyclopedias, dictionaries, atlases, and certain other much used reference books are shelved together apart from the circulating books. Three members of the professional staff and six half-time student assistants are in the circulation department. The circulation work includes the care of the reserve books assigned by instructors for staff reading.

Yale: The two departments are at present under the same

direction, although the assistants, with one minor exception, work only in one department.

In most of the other libraries reporting the two departments occupy either the same room, as at Ohio Wesleyan University, Radcliffe, University of Utah, and State College of Washington; or adjoining rooms, as at Bryn Mawr, Missouri, North Carolina, Oregon, Princeton, and Washington University.

The duties that are considered part of the circulation department's work usually include stack service at the loan desk, if not complete supervision of the stacks, and often, also, the work connected with reserved reading, in addition to the clerical work involved in circulation and the necessary assistance to readers. As is indicated in several of the reports cited above, student assistants are employed in many libraries for shelving and page service, for clerical or routine work at the loan desk, or for evening service in the reading room.

Location of catalog.—In all but a few of the libraries reporting the public catalog is either in a room or delivery hall adjoining the reference room, as at Brown, Cornell, Minnesota, Pennsylvania, Princeton, and Yale; or is in the general reading room with the main reference collection, as at the universities of Colorado, Indiana, Iowa, and Oregon. Duplicate or separate catalogs are reported by very few. At the University of Chicago, where the main reading room adjoins the public catalog room, the reading room has a catalog of the reference books. The University of Michigan likewise has in the reference room, on the same floor with the general catalog, a catalog of the main reference collection, and the University of Montana has an author catalog. Brown, the State College of Washington, and Oregon State Agricultural College, have separate shelf lists of the reference books; the last named has also, in the reference department,

card lists of the books of drama, essays, and short stories, which supplement the published indexes in these fields. Northwestern University has a duplicate author list of the books contained in the reference room. At the University of Pennsylvania each of the three reference rooms has two brief check lists of the room's contents, one an alphabetical list arranged by authors and one in shelf list form. At the University of Washington the reference department has a catalog of the Pacific Northwest history collection, and check lists of documents and of the publications of the university; the complete public catalog is in a room immediately adjoining the reference room, not more than thirty feet from the main reference desk.

Few libraries report any definite system for co-ordinating the reference work that is done in various divisions or in departmental libraries. Iowa has a supervisor of departmental libraries, whose duties include a general oversight of any research work which may need co-ordination (see volume one, pages 193-94). Ordinarily there is apparently little need for co-ordination between the various units, each of which is concerned with special fields of investigation, beyond that which comes from mutual co-operation, supplemented by telephone or messenger service. The University of Chicago, for instance, reports that the library employes do little direct research, beyond assisting graduate students and faculty as called upon.

Hours open.—The hours during which the libraries are open daily, vary from ten to fourteen in the larger libraries, and from five to fifteen in the smaller. In approximately half of the whole number reporting the opening hour is 8 A. M.; in approximately one-third the closing hour is 10 P. M. Among those which are open either before eight in the morning or after ten in the evening are the following:

Amherst: 8 A. M.-10:30 P. M.; Cornell: 8 A. M.-10:30 P. M.; Miami: 7:30 A. M.-9:30 P. M. (Saturdays 5:30 P. M.); North Carolina: 8:30 A. M.-10:30 P. M.; Oregon: 7:30 A. M.-10 P. M.; Pennsylvania: 8:15 A. M.-10:30 P. M.

In a few libraries the hours open for circulation are less than for reference use. At the University of Chicago the hours for circulation are 9 A. M.-5 P. M. and 7-9 P. M.; for reference, 8 A. M.-10 P. M. Yale is open for circulation from 8:30 A. M. to 5 P. M., and for reference from 8:30 A. M. to 10 P. M.

With few exceptions the larger libraries are open continuously from the morning opening to the evening closing. Approximately half of the libraries of less than 50,000 volumes, and several of the larger, close for periods varying from half an hour to two hours at noon or in the evening, or both. A few libraries close earlier on Saturdays than on other week days.

During summer vacations and the shorter mid-year vacations there are many changes from the regular schedules of hours. In practically all of the libraries reporting the hours are shortened somewhat, usually by closing in the evening or, as at Chicago, Colgate, and others, by being open for use only in the morning. During the short vacations the hours are sometimes lessened somewhat, but usually not so much as during the summer. Amherst, for instance, is open during the short vacations from 9 A. M. to 12:30 P. M. and from 2 to 4 P. M., and in the summer only from 9 A. M. to 12:30 P. M. At Iowa the library is open from 7:45 A. M. to 9 P. M. during the summer school session, closing one hour earlier than during the college year; when the university is officially closed the library is open from 8 A. M. to 12 M. and from 1 to 6 P. M. In some libraries, including Colby,

Tufts, and many of the smaller libraries, the building is closed to readers during the college vacations.

Sunday and holiday hours.—Approximately one-third of the libraries reporting are open during certain hours on Sundays, usually for several hours in the afternoon, sometimes also in the evening, and sometimes both afternoon and evening. North Carolina, for instance, is open from 2 to 5 P. M.; Oregon and Pennsylvania, from 2 to 6 P. M.; Amherst, from 2 to 5:30 and from 7 to 10:30 P. M.; University of Colorado, 4-6 and 7-9 P. M.; Dartmouth, 2-5 and 7-10 P. M.; Princeton, 2-6 and 7-10 P. M.; Brown and Indiana, 2-10 P. M.; Michigan, 2-9 P. M. Among the larger libraries which are not open at all on Sunday are the universities of Chicago, Iowa, and Minnesota, Northwestern, and University of Washington. In most cases if the library is open at all it is open for circulation as well as for reading and reference, but in a few, as at Colgate, Michigan, and Wellesley, no books are charged on Sundays.

Most of the libraries reporting are open on all holidays except Thanksgiving, Christmas, New Year's, Fourth of July, and Labor Day, which come during college vacations. A few close either all day or for part of the day on Memorial Day, Good Friday, or other days on which the college is officially closed.

II. USE OF LIBRARY PRIVILEGES

The college or university library, as an integral part of the institution to which it belongs, is necessarily maintained primarily for the benefit of those who are officially connected with the institution. Practically all of the libraries reporting are freely accessible to all readers for the use of books in the reading rooms, although from anyone who is not con-

nected with the college the formality of an introduction or of proper identification may be required. The privilege of borrowing, however, is generally extended only to the faculty, students, officers, and employes of the college, and to others who may be given special permission. Thus, for instance, the Brown University Library is accessible to all officers, students, and graduates, to all holders of honorary degrees from the university, and to others by special permission; University of Chicago, to all members of the university (faculty, students, and employes) and to visiting scholars and others by card; Colgate, to all college students, members of the faculty and their families, alumni, and any others who may wish such assistance as will not interfere with the work of the college; Northwestern, to faculty, trustees, and students, and others on proper recommendation; Princeton, to students, faculty, and others properly introduced; Wellesley, to all connected in any way with the college, all alumnae, and all residents of the town who are doing serious work and are properly introduced; Yale, to all members of the university body, to Yale graduates, visiting scholars, and citizens of New Haven who wish to consult books that are not provided in the public libraries of the city. Most college and university libraries, in short, may be called public reference libraries.

Special privileges.—Full privileges of the library, including the privilege of borrowing, are sometimes extended to all residents of the town in which the college is situated, or to certain classes, especially to ministers and teachers. Colgate, for example, offers full privileges to the residents of Hamilton during the summer, and during the college year to a select list, including all clergymen and school teachers. Dartmouth lends freely to ministers, teachers, visiting scholars, and residents of Hanover. The University of Michi-

gan gives full privileges to ministers of Ann Arbor and to other citizens who are engaged in research work. The State College of Washington lends to local ministers and to teachers in the local high school. Several of the state universities and colleges, including the universities of Iowa, Maine, North Dakota, and Oregon, Montana State College, and State College of Washington, will lend any books that can be spared, under certain necessary restrictions, to any citizens of the state whose needs can not be supplied by their local libraries. (A report on university library extension service will be given in volume three.)

A few libraries report that a deposit is sometimes required on books lent to people who have no connection with the college. The University of Chicago, for example, occasionally accepts a deposit from an unidentified stranger who wants a book at once. The University of Colorado requires a deposit of $2 from tourists. Dartmouth has a provision for a deposit of $4 from unidentified borrowers. The University of Montana asks a deposit of $4 from transient visitors or other non-residents. Pennsylvania occasionally lends to strangers on a satisfactory deposit. A deposit of $5 is required by the University of Texas; by the University of Southern California, with the recommendation of a member of the faculty; and by the University of Washington from non-graduate local residents. Virginia requires a deposit of $5 and a fee of $1 per year.

Several libraries require the payment of a fee, instead of a deposit, by borrowers who have no connection with the college. At the University of North Carolina any resident or transient may become a borrower by paying $4 a year or $1 a quarter. The University of Pennsylvania grants life memberships on payment of $200, and annual memberships on payment of $10; holders of such memberships are entitled

to stack privileges. Pennsylvania State College grants borrower's privileges to anyone on payment of $5 a year. State College of Washington charges citizens of Pullman, other than ministers and teachers, $2 a year. Washington and Lee University charges townspeople $1 a year, and non-residents 50 cents a month.

With very few exceptions the reports state that graduates no longer connected with the college are permitted the use of the library without charge, although the privilege is often restricted to reference use only unless by special permission. In some cases the provisions for graduates are the same as for other citizens not connected with the college; in others, special provisions are made for graduates. The University of Virginia charges $1 a year to resident graduates; Colorado College charges $4 a year. A deposit of $2 is required by the University of Washington; a deposit of $5 by the University of Texas and, with the recommendation of a faculty member, by the University of Southern California.

Students' fees.—In approximately one-fourth of the libraries reporting a special library fee is charged each student in addition to fees for tuition and other charges. This fee is payable, sometimes annually, sometimes each semester, and sometimes each quarter. The amount of the fee varies greatly. For example, $1 a year is charged at Tufts; $2 a year at the University of Texas and at the State College of Washington; $3 a year at Notre Dame; $4 a year at the University of Washington; $4.50 a year at the University of Tennessee, or $1.50 for each of the three divisions of the regular session; $5 a year at North Carolina College for Women, Pennsylvania State College, Wabash College, and West Virginia University; $10 at Yale, plus $1 from all freshmen and the three upper classes of the college for a newspaper reading room which is maintained in the college

Y. M. C. A. building. Summer school library fees are usually fixed at a certain amount for the session. Several libraries report that a special library fee is charged the students in certain departments or certain courses; for example, at University of Colorado $1 a term is charged in the School of Engineering and in the College of Education; at University of Cincinnati there is a library fee of $5 a year in the Department of Liberal Arts, the College of Education, the Graduate School, and the evening academic courses. A few, including Colby College, Miami University, and the University of Oregon, charge a fee in certain courses for the purchase of duplicates for reserved reading.

Instead of a fee, or in addition to a fee, a deposit is sometimes required, from which unpaid fines and other charges may be deducted. The University of Pennsylvania requires from some classes of students a special library deposit of $5, and from other classes a larger deposit, to cover all liabilities, including any that may be incurred at the library. The University of Texas requires both a deposit of $7 and a fee of $2 a year.

Contracts between college and town.—In 1906 the library of the University of New Hampshire (then New Hampshire College), the Durham Public Library, and the Durham Library Association, were consolidated. A building was erected on the college campus, toward which the town contributed $10,000 which had been bequeathed it for a public library building; the Carnegie Corporation gave $20,000; and the college supplied the balance needed for the building and for all equipment. Under the terms of consolidation the library was made available for use by the faculty and students of the college and by the residents of the town, on equal terms. The college agreed to pay all maintenance expenses and to administer the library. The town

agreed to make an annual appropriation of not less than twenty-five dollars. (In 1925 $100 was appropriated.) The Durham Library Association agreed to give at least $200 worth of books every year, from a special fund, and also to appropriate any unexpended balance from its general fund. (This amounted, in 1925, to about $100.) When this contract was made the college had about 200 students. The university now has approximately 1,300 students, and appropriates more than $16,000 a year for the maintenance of the library, exclusive of heat, light, and janitor service. A considerable number of townspeople are enrolled as borrowers, and the library buys certain classes of books for popular reading, maintains a small children's room, and has classroom libraries in the public schools.

Another college library which serves as the public library of the town in which it is situated, under contract with the town, is Oberlin. In Iowa a state law contains a provision permitting colleges and the towns in which they are situated to co-operate in the maintenance of a public library, but so far as the *Survey* has been able to learn no such co-operative arrangement is now in effect in the state.

Restriction of privileges.—A few libraries have found it necessary to restrict the use of the reading rooms, at all times or during certain hours, to readers who are using library material, excluding their use by students with their own textbooks or for other purposes. Several others indicate that such restrictions would be desirable, if they were possible. Among such reports are the following:

University of Oregon: We have not definitely excluded, but we do ask students to avoid the use of the library during crowded hours, except for use of library material.

University of Pittsburgh: Restrictions have occasionally been necessary.

Pomona College: We ask them not to do their textbook study in the reference room.

State College of Washington: Freshmen have been excluded during the evening because of the congestion.

Washington and Lee: We prohibit studying together, and conversation, but nothing else.

Among others which report that the rooms are sometimes so crowded that such restrictions would be desirable, if possible, are Arkansas, Tennessee, Texas, and Washington University. Pennsylvania State College had certain restrictions for a while, but has removed them.

III. ACCESS TO BOOKS

In this report a college or university library is classed as entirely open-shelf if the students, as well as the faculty, have free access to the entire book collection with exception of books of unusual value, books which are not considered suitable for unrestricted use, and perhaps certain special sections such as government documents or the files of bound periodicals and newspapers. Books for "reserve" reading are also excepted in some libraries, although in some they are among the few classes which are on open shelves.

The percentage of the whole number of libraries reporting which, under this definition, may be classed as entirely or mainly open-shelf, is shown by the following table:

Class A (more than 100,000 volumes)	11 out of 34
Class B (50,000-100,000 volumes)	16 out of 39
Class C (20,000-50,000 volumes)	41 out of 59
Class D (less than 20,000 volumes)	58 out of 93

Among the larger libraries which are entirely open-shelf under this definition are Amherst, Bryn Mawr, Colgate, Dartmouth, Hamilton, Lehigh, Vassar, Vermont, Wellesley, and Wesleyan.

"Entirely or mainly closed-shelf," in college and university libraries, may be taken to mean that access to the stacks is granted only to members of the faculty and perhaps to graduate students, upperclassmen, or other groups; and that, so far as the student body as a whole is concerned, the only books on open shelves are the books and periodicals in the reference and reading rooms; books in seminars or special reading rooms for students who are admitted to them; recent additions, and perhaps a small collection of books for general reading. Under this definition, most of the libraries which are not entirely open-shelf must be classed as entirely or mainly closed, for in few libraries is the open-shelf collection comprehensive enough to permit classification, with many public libraries, as "partially open-shelf." Different forms of open-shelf collections are illustrated by the following reports:

Brown University has on open shelves, in addition to about 1,800 reference books, a "Students' Library" of about 17,000 volumes, forming an adjunct to the reading room. This collection comprises selections from all classes, for student reading and browsing. It is not a "model" or "standard" collection, but contains some of the best books in every field and subject, with additions of new books from time to time.

Yale has a somewhat similar open-shelf library, though larger and more definitely detached from the collections of the general university library, in the Linonian and Brothers Library. This is primarily an undergraduate library, of about 25,000 volumes, which is adequate for a large part of most undergraduate needs in connection with study as well as for miscellaneous reading. From $1,200 to $1,800 are spent yearly on this library, mostly for current new books in English. Scholarly books of general interest are added in all fields, but the bulk of the purchases are in history,

biography, travel, literature, and art, with a very limited amount of current fiction, including translations of the best foreign writers. Most of the selections are made by the order department of the university library, but suggestions from the faculty and others are welcomed, and are followed when in accord with the policy of the university library. Books are transferred to the university collection from time to time, that the Linonian collection may not grow beyond 30,000 volumes.

At Minnesota "open shelves are discouraged, but exceptions are made in certain cases, not to exceed the capacity of the reserve reading room." The Arthur Upson room, a gift from an anonymous donor, is strictly a "browsing" room, with a collection at present of about 3,000 volumes of standard literature in many fields, and with a fund to provide for regular additions. The use of this room is limited strictly to personal reading for pleasure, "under conditions of quiet and seclusion as nearly as possible comparable to those of a private library," and no textbooks, newspapers, or notebooks for class study may be brought in.

North Carolina has on open shelves about 500 books selected for credits in reading in freshman English; a collection for vocational guidance; and the recent popular accessions. At the University of Oregon about 250 books of special interest, changed once a week, are on open shelves.

Washington and Lee University has an open-shelf collection of about 6,000 books, including a few reference books, but made up principally of books for general reading selected from all classes. The collection is changed from time to time.

Except in the libraries which are entirely open-shelf throughout, access to the stacks is ordinarily granted to all members of the faculty and to graduate students, but to

others only by special permission. At Princeton access to the stacks is practically free to all, but the seminar rooms are open only to graduate students. At Iowa, Michigan, and Minnesota, stack permits will be issued to students doing advanced work on request of some member of the faculty. At Ohio Wesleyan University juniors and seniors are given yearly permits, and temporary permits are issued to others on recommendation of members of the faculty or the librarian. At Carleton College juniors and seniors are admitted on stack permits. Oberlin issues permits for the year to the faculty, graduate students, and seniors, and day-permits to others on application. At Brown and at the University of Indiana stack permits will be issued to students on request of one of their instructors.

Theft and mutilation of books.—Although most of the libraries reporting state that they have suffered occasionally from theft or, somewhat less frequently, from mutilation of books, most of them indicate that the losses have not been very extensive or serious. Some, however, have apparently suffered to a considerable extent, although one library reports that thefts usually prove to be "irregular circulation," and another says "our trouble is not with thieves, but rather with careless and informal borrowers." Apart from as close watchfulness as possible, the most usual preventive measure is to keep on closed shelves or in locked cases certain books or classes which are especially likely to be stolen, "informally borrowed," or mutilated, and to charge them for use in the room. Several report that copies of the state law relating to theft or mutilation of library property are posted in the reading rooms, and one, in addition to keeping on closed shelves certain books that are especially liable to mutilation, pastes a copy of the state law inside such books. Foreign dictionaries, handbooks, and material for debate or assigned work, are

most frequently subject to loss or damage. Ohio Wesleyan University sometimes supplies mimeographed copies of articles in expensive reference books which are frequently wanted for class assignments.

Cases of theft or suspected theft are usually referred to the president, the faculty, some administrative officer or committee, or to the student council. Such cases are handled as matters of college discipline, and the penalties inflicted range from fines to suspension or expulsion.

Rare books and other works of great value are in some libraries given to students only on a note from a member of the faculty, stating that the student needs the books in his work. Such books are frequently given out for use only in a special room or at a special table where their use can be closely supervised.

To protect books from damage caused by tracing, some libraries do not permit tracing to be done, and others permit it only under certain restrictions, with the use of gelatine, celluloid, or some other protective substance.

IV. CIRCULATION RULES AND METHODS

The following report on charging systems is based primarily on replies received from libraries of more than 50,000 volumes, since too few of the replies from smaller libraries were sufficiently explicit or clear to permit any satisfactory statements to be made concerning their practice.

Registration records.—In only a very few of the libraries reporting does a formal registration of borrowers constitute a part of the routine incidental to the circulation of books. In becoming a member of the college community, both the student and the instructor automatically become entitled to the privilege of using the library. For purposes of identification the registration lists of the college are ordi-

narily sufficient, and in cases where doubt may exist a student, on applying for library privileges, may be required to submit his tuition receipt or other evidence. Registration numbers are usually not assigned, for in nearly all the libraries reporting books are charged to the borrower's name. In many libraries the file of borrowers' record cards constitutes, virtually, a register of eligible or actual borrowers, but a formal application, signed by the borrower, is not required.

In several libraries, however, each student borrower is required to sign a registration card, giving his name and college address, and these cards are kept on file at the library. Among these are Bryn Mawr, Chicago, Creighton University, Michigan, Minnesota, New Hampshire, Northwestern, Pennsylvania, and University of Washington. At the University of Colorado the student borrowers sign a numerical register. In a few universities library registration of students is automatic. At the University of Iowa, for instance, for every student registered in the university a printed registration card is made out as a part of the routine of university registration, giving the student's full name, university address and class, and home address. This card is sent to the library, where it is kept on file at the loan desk. At Washington University, also, all students are required to register at the library, and must display either the registration card or a borrower's identification card when drawing books.

At Washington University and at Montana State College each borrower is assigned a symbol, corresponding to the registration number of a public library, which is used in charging books. At Washington University this symbol consists of the initials of the borrower, three initials being used if the borrower has them. A class symbol is also used, to indicate the class in which the borrower is enrolled. Faculty members and advanced students are given the same

symbol year after year whenever possible. At Montana State College the symbol of each borrower consists of the Cutter number for his name.

Only two libraries, the universities of Chicago and Minnesota, report the use of a borrower's card that is comparable with the borrower's card of most public libraries, in that it is given to the borrower as his record of the books which he borrows. At Chicago one borrower's card is used for all borrowers; at Minnesota cards of different colors are used for undergraduates and for graduates. Borrowers in both libraries are required to keep their own cards, and books are usually not issued without the card unless under special circumstances (at Minnesota) or for overnight use (at Chicago). If a card is lost a duplicate will be issued at Chicago on payment of ten cents, and at Minnesota after three days.

Charging systems.—The charging systems employed in the libraries reporting show many variations in detail, but in regard to essentials may be divided into six classes, according to the number and the kinds of records that are made when books are issued for use outside the building. The representation of each system, in Class A (more than 100,000 volumes) and Class B (50,000 to 100,000 volumes), is as follows:

	Class A	Class B
Single Entry: Book Record.....	4	5
Single Entry: Time Record.....	4	6
Double Entry: Book and Borrower.....	6	6
Double Entry: Book and Time.....	11	8
Double Entry: Borrower and Time.....	2	3
Triple Entry: Book, Borrower, and Time	4	2
	31	30

Single entry: book record.—In this system a book card is made for every book that is added to the library, or a temporary card or slip is made out for each book that is bor-

rowed. When a book is borrowed this book card or temporary slip is filed under either the call number or the author of the book, with the name of the borrower and in some libraries his address, recorded on it, with the date of issue or the date when due. Many libraries require the borrower to sign the book card or slip. Among the libraries using this system are Minnesota, Notre Dame, University of Pittsburgh, and University of Washington. Vassar uses the book record only for books lent to students, but a double entry, under book and borrower, for loans to faculty members. At Notre Dame a second card is made when a book becomes overdue, and is filed under the borrower's name.

Single entry: time record.—This employs the same method as the preceding, except that the book card or temporary slip is filed under either the date when the book is due or the date of issue. At State College of Washington the cards are transferred to a classified file when the books are overdue. The University of Kentucky files the cards under the date for books lent to students but under the names of the borrowers for books lent to members of the faculty, giving the only example reported of a single-entry system with a borrower's record instead of a book or a time record. At Hamilton College the system is "self-charging," the book cards being signed and dated by each borrower, and left on the loan desk. Other libraries reporting the time-record system are the universities of Colorado, Missouri, and Montana. Montana has the double entry, borrower and time records, for books lent to the faculty.

Double entry: book and borrower.—This system may use two book cards or slips, either permanent or temporary, one of which is filed by call number and the other under the name of the borrower; or may use one book card, or slip, and a borrower's record card (the "borrower's card" in the ordi-

nary college library sense), on which are recorded the titles or the call numbers of the books borrowed. The double book card method is used at Brown, where one card is signed by the borrower, dated, and filed by call number, and the other, unsigned and undated, is filed in the circulation tray behind a guide card which is made out for every borrower. The borrower's record card, and one book card or temporary slip, are used at Iowa, Pennsylvania, Vermont, Yale, and others.

Double entry: book and time.—This system uses two book cards or slips, one of which is filed under the call number of the book and the other under the date when the book is issued or will be due. In some libraries, as at North Carolina and at Texas, the call slip on which the book was requested is used as the temporary book card. Dartmouth, Michigan, Smith, Texas, and Utah use the book and time record for loans to students, but the book and borrower's record for faculty loans. Others which use the book and time records include Chicago, Cincinnati, Indiana, Maine, Northwestern, Oregon, Washington University, Wellesley, and Wesleyan.

Double entry: borrower and time.—This involves two book cards, filed under date and under borrower's name, or one book card and a borrower's card. It is in use at Amherst, Bates, Beloit, Oberlin, and Tennessee.

Triple entry: book, borrower, and time.—This system is reported by Colby, Colgate, Columbia, Pennsylvania State College, and Princeton. It involves the use of two book cards or slips, filed under call number and under date, and a borrower's card. Colby uses only one book card, but has two borrower's cards for every borrower. At Bryn Mawr a variation of the triple entry system is used. The book card is filed under call number, and the borrower's card under the name of the borrower; a time record, for books lent to stu-

dents, is made at the end of each day by entering on a card, stamped with the date, the call numbers of all books lent to students on that day.

Approximately 68 per cent. of all the libraries reporting use the date due, in preference to the date of issue, in stamping the book cards and the dating slips which are inserted in the books. Brown stamps the date due in the book, and the date of issue on the book card. Wellesley also stamps both dates.

Overdue books.—In approximately 55 per cent. of the libraries reporting (107 out of 192) the usual rate of fine on overdue books is two cents a day. Approximately 17 per cent. (33 out of 192) charge five cents a day. Among the others there are many variations. Several charge three cents a day; a few of the small libraries charge one cent. The highest rate reported is ten cents a day, at Mills College, University of Utah, and University of Virginia. At Yale the rate is ten cents a week until a second notice has been sent, after which it is five cents a day.

One university, where the charges had been two cents a day, with reference to the dean after one month, experimentally increased the rate to five cents a day for three days, when it was to be increased to twenty-five cents a day for the remainder of the first week, when the case was to be referred to the dean. These rates were not rigidly enforced, for it was found very difficult to collect, equitably, the twenty-five cent charges, and the tariff was soon revised downward to five cents a day for a week, with reference then to the dean.

A maximum fine, beyond which the charges cease to accumulate, is reported by Mills College, where $1.50 is the maximum, and by Texas Agricultural and Mechanical College, where it is fifty cents.

In a few libraries, including Bryn Mawr, Bucknell, Catholic University of America, University of Iowa, and North Dakota Agricultural College, no fines are charged on ordinary loans. At Bryn Mawr borrowing privileges are withdrawn for two weeks after three overdue notices have been sent. At Iowa, students are subject to discipline through the regular university channels; penalties may involve fines, suspension of library privileges, or suspension from the university, as the case may seem to require. For failure to pay fines on reserve books or to return overdue books, a student's credits are withheld at the registration office until his records are satisfactorily cleared. Hamilton College charges no fines until after a second notice has been sent, after which there is a charge of twenty-five cents a day, plus twenty-five cents for the notice. At Mount Holyoke books are lent each term for an indefinite period, excepting such books in active demand as are made ten-day books; no fines are charged until the end of the term, when twenty-five cents is charged if all books are not returned.

Overdue notices and other measures.—The time for sending overdue notices varies from one hour to one month after a book becomes due. A majority send a first notice at the end of one day, two days, or one week. The time of sending a second notice varies from one day to two weeks after the first. A few libraries send no notices at all. Few report any regular "messenger service" for collection of overdue books, but several occasionally send a messenger, at charges which vary from five cents, at Alabama College, to twenty-five cents, at Colgate, Indiana, and others, and fifty cents, at Chicago, Michigan, and University of Southern California.

At the University of Chicago when a book is a month overdue the borrower is billed for twice the value of the book.

In ten days the bill is turned over to the university cashier for collection, and the student may be suspended from classes until the account is paid. The University of Michigan sends a letter of reminder three weeks after the first notice. One week later a form letter is sent. The student's name is then sent to the registrar's office, and when he clears his record at the library he is given a written statement which he must present at the registrar's office in order to receive his credits. In several libraries unpaid charges are reported to the dean, who interviews the students concerning them. In others the charges are added to the student's term bill or deducted from his deposit at the bursar's office.

Contagious diseases.—Fear of contagious and infectious diseases naturally receives less consideration in the college or university library than in the public library, but on a smaller scale the treatment of books which have been exposed to contagion follows much the same methods as in public libraries (see pages 43-47). All cases of contagious disease are ordinarily handled by the college health department or by the college physician or nurse. At Beloit College the library receives a weekly report from the health officer during the winter season.

Books which have been exposed are sometimes sent to the chemical laboratory for disinfection, as at Brown and the Colorado School of Mines; in some other colleges they are disinfected by the library, sometimes under the direction of the health service. Several libraries, including Beloit, Florida State College for Women, University of New Hampshire, and Washington and Jefferson College, burn books that have been exposed to diseases considered especially serious. One library asks the borrower not to return books that have been exposed to certain diseases, and apparently assumes no responsibility for the possible transmis-

sion of the disease if the book is no longer considered the property of the library. Several libraries rely on sunshine and fresh air to remove the possible danger from diseases not considered too serious.

V. BORROWERS' PRIVILEGES

Members of the faculty are usually not limited in the number of books which they may borrow at one time. Several of the larger libraries (Class A), including Bryn Mawr, Dartmouth, Iowa, Oregon, Vassar, Vermont, University of Washington, and Wellesley, and approximately half of the smaller, have no definite limits, within reason, on student loans. In others, the limitation varies from two to eight books. Chicago limits to six books from any one department, or nine books in all. Few libraries report any definite restrictions in regard to fiction. Mount Holyoke permits student borrowers to have only one book of recent fiction, one of older fiction, and, unless more are needed for special work, two of non-fiction. The University of New Hampshire will lend an unlimited number of non-fiction but only one book of recent fiction. North Dakota Agricultural College restricts the borrower to two books of recent fiction, an indefinite number of older fiction, and, except in special cases, only one book of non-fiction. At the University of Pennsylvania undergraduates may have out at one time only two books of recreational reading, of which only one may be a work of fiction. Texas restricts books in great demand to one at a time. Virginia limits the borrower to one book of recent fiction, three of older fiction, and three of non-fiction. Similar restrictions are reported by several others.

Books borrowed by faculty members are usually issued for an indefinite period. For students and other borrowers the most usual loan period is two weeks. The University of

Colorado, University of Montana, and several of the smaller libraries lend for one week only. A few, including the University of Maine and Yale, lend for three weeks; Brown, Pennsylvania State College, University of Oregon, and several smaller libraries, for four weeks or one month. Princeton issues books to graduate students for a half year and to the faculty for the whole year. Mount Holyoke and Simmons issue all books, except reserves and recent books in great demand, for the entire term, subject to recall if needed.

In all but a few of the libraries reporting books that are not in great demand may be renewed. Renewals are counted in the circulation records in all but fourteen of those reporting. Among those which do not count them are Bryn Mawr, North Carolina College for Women, Northwestern, Pittsburgh, Radcliffe, and Yale; among those which do count them are Amherst, Brown, Chicago, Dartmouth, Iowa, Michigan, Minnesota, Pennsylvania, Princeton, Vassar, and University of Washington.

If books are not needed in summer courses, a few libraries will permit students to borrow a reasonable number of books at the end of the college year, and keep them either until the opening of the college in the fall or for one month. Several others have no definite rules governing vacation privileges but occasionally grant special permission to take books for the summer vacation; among these are the universities of Indiana, Iowa, North Carolina, and Virginia. Agnes Scott College, Georgia State College for Women, Ohio Wesleyan University, and Texas Woman's College, require a deposit to cover the cost of books lent to students for the vacation period.

The special privileges that are usually given to faculty members, entitling them to whatever books they need with-

out definite time limitation, are extended also to graduate students by several libraries, including Bryn Mawr, University of Colorado, University of Missouri, and Smith College. Ohio Wesleyan University grants special privileges to students who are doing research work and to resident ministers, as well as to graduate students and faculty members.

Many libraries will reserve circulating books for individual readers, on request. Reserves in this sense, however, are of very minor frequency and importance, as compared with the reserve system in public libraries, and in college or university libraries the term is used almost exclusively with reference to books reserved for assigned reading and study. When books are reserved for circulation no charge is made in most of the libraries reporting. Dartmouth, University of Cincinnati, and Notre Dame charge one cent, and Washington and Lee University charges two cents. The reserve system is usually simple, and requires little of the elaborate routine which prevails in public libraries. Frequently the name of the person who wants the book is written on the book card, or a call-slip bearing his name is clipped to the card.

Circulation of reference books.—Of the university libraries of more than 100,000 volumes, Amherst, Brown, Bryn Mawr, Colgate, Michigan, Minnesota, North Carolina, and Notre Dame report that reference books are never circulated, and Chicago, Lehigh, and Wesleyan permit circulation only occasionally for overnight. A liberal policy in regard to circulation of reference books is reported by Dartmouth, North Dakota, Pittsburgh, Princeton, and several other universities. Among the smaller libraries a liberal policy in this respect is reported by many. The record of such loans is generally made in regular form at the circulation desk, but is sometimes made on temporary slips kept at the reference desk.

VI. WORK WITH READERS

The service of a university library, and to some extent the service of many college libraries, includes work of several distinct types, for each of which due provision is needed in the arrangement of the building and in the administration of the library. For illustration of these different types of work the following is quoted from a booklet issued by the University of Minnesota in 1924, describing what was then the newest of the large university library buildings:

"A fundamental feature is the provision on different floors for three differing types of work: undergraduate 'reserved reading,' general reference work, and facilities for advanced study and research. The 'reserved reading room' is on the first floor—the most accessible level—with 312 seats and an ultimate capacity of nearly fifty more if it is crowded as much as the one in the old library. A large delivery desk with floor-stacks for required texts, a return slide, and a large lobby, make the service as prompt as possible with a limited staff and congested periods of student demands. The general reading rooms with 420 seats and the periodical reading room with about 200 seats, are on the second floor, readily accessible, but apart from the rush lines of undergraduates wanting assigned reading. At the rear of the former are two small rooms in which manuscript and other theses are kept with easy access, but under supervision. At the rear of the periodical room, only a short distance from the current periodicals, is a room with a mezzanine floor above for shelving unbound periodicals and other material awaiting binding.....

"The seminar libraries and discussion rooms on the third floor are devoted entirely to advanced students, graduate students, and faculty use. To permit the grouping of related collections all rooms in a section have communicating doors.

In this way an entire group of rooms can be administered fairly well from any room in the suite..... Six rooms, at present not needed for other purposes, are set aside solely for seminar discussions. This plan, while open to some objection, was borrowed from the University of Michigan, where it has been in successful operation for some time. It permits the use of the library rooms for library purposes the entire time the building is open, and avoids many of the objections incident to unsupervised collections of books.

"Eight individual studies are provided for faculty members or visiting scholars engaged on some definite book or article for publication. In the rear of the stacks are seventy carrels or 'cubicles.' Several of these on each floor will be kept free from assignment so as to be available to anyone using the stack. The others will be assigned to students or faculty showing a real claim to them. In no case will a carrel or a study be assigned for more than a limited period, nor will any be assigned as private offices."

Reserve books.—In practically all of the libraries reporting, of more than 20,000 volumes, reserve collections are formed, consisting of books that are needed simultaneously by a considerable number of students for collateral reading or other required work. Such books may be placed on reserve either for a short period, if the demand is only temporary, or for an entire semester, or permanently. In many libraries the reserve collection is kept on shelves behind the circulating desk or in the general reading or reference room. In others, as at California, Chicago, Iowa, Minnesota, and Oregon, a separate reserve reading room is provided. Reserve collections are reported by very few of the libraries of less than 20,000 volumes, and in them duplication for reserve is apparently very limited and the collections are small.

A report on the extent to which books are duplicated for

reserve collections is given in volume one, pages 237-40. As is brought out in that report, practice in regard to duplication shows much variation, from the purchase of one copy for every five or ten students taking the course in which a book is needed, to the purchase of no duplicates at all, for reserve use, unless from departmental funds. The following reports are illustrative of various methods of handling the reserve book problem:

Amherst: We reserve books whenever needed, and duplicate extensively, about one copy for every eight or ten students, for required class work.

Bryn Mawr: We buy from two to sixteen copies of a book, depending on the size of the class and the amount of required reading in the book.

Hamilton: We duplicate as little as possible. Two or three copies of a book are usually enough.

Iowa: A separate reserve reading room contains shelving for 10,000 books and seats for 370 readers. In this room practically all the reserved reading for all undergraduate courses is handled by a staff of seven full-time attendants and ten part-time student assistants, with exception of some short-time reserves, which are handled at the circulation desk in the main reading room and in some departmental libraries. The books are shelved at one end of the room, behind the circulation desk, arranged alphabetically by authors, and are given out for use in the room only on signed call slips. Books may be taken for two hours at a time in the room, or may be borrowed from 9 P. M. to 8 A. M. or over Sunday.

Mills College: A reserve book room is maintained for required reading in connection with any course. The books are charged at the general circulation desk to the reserve book room. The dating slip and the book card are stamped "Reserved" and a note of the course for which the book is

reserved is made on the card. Reserve room stacks are closed to students except by special permission. A catalog of reserve books is kept at the desk, arranged, as the books are shelved, by courses. Books may be taken out for home use fifteen minutes before the room closes. Duplicates are purchased from a special reserve book fund to the extent of one copy to each ten students.

Minnesota: We reserve books at the request of instructors for class work, and make special arrangements for debate work. We do not duplicate beyond one copy to ten students, and often not that much.

Northwestern: Books and all other pertinent material are reserved freely for debates and for class reading. We duplicate as far as the demand dictates and our funds permit.

Ohio Wesleyan: Books needed for class reading are placed on reserve by instructors; books for debate are reserved by the reference librarian; books needed for papers and other special purposes are kept for short periods at the reference desk.

Oregon: Books for class reading are handled by a reserve department in a separate room; other material for special use is held at the reference desk.

Pennsylvania: We try to have as many copies of a special reference book as may be needed to enable every student to use it by taking a reasonable amount of trouble to do so. This does not mean that he can be sure that a copy will be available whenever he asks for it.

Radcliffe: All books used during the year for class assignments and reports are reserved by courses in a separate room. From these a selection of those actually needed for the current week is placed on "double reserve," and so marked with a gummed slip pasted inside the back cover of each book. The books on double reserve may be reserved

for any hour during the day or for the night, as long as six days in advance, and may be kept only for the period for which they are assigned. The other books in this room do not need to be reserved in advance, but are governed by the same rules as to hours and fines. These are the books used for general reading reports, collateral reading for courses, and reading suggested by tutors.

Simmons College: Books needed for special classes are kept near the desk on special reserve shelves. They are used in the library during the day but may be taken out overnight. They may be reserved in advance, and if necessary are sometimes kept at the desk and reserved for use at specified hours. Books are duplicated on advice of the head of the department for which they were bought.

Smith College: We have about 10,000 volumes on permanent reserve and additional books on temporary reserve if bought by the department.

When books are wanted simultaneously by more readers than can be supplied with the available copies, a few libraries undertake to determine priority of claim; Montana State College and the State College of Washington give the preference to the department which purchased the book, since no duplicates are purchased for reserve except from departmental funds. Usually, however, all reserves are shelved together in a collection to which all have equal privileges of access. The length of time that a book may be used by one person is sometimes limited if it is wanted by another reader. Thus Minnesota limits use of the books in the reserve rooms to two hours. Northwestern often limits use of books much in demand to one hour, recording the time on a card and collecting the book at the end of the hour. At Pennsylvania State College and at the University of Washington important material that is in special demand is sometimes limited

to one hour, but ordinarily there is no limit. Restriction of use to one hour, when necessary, is reported also by the University of Missouri and by Radcliffe; to two hours by Bryn Mawr, Indiana, Iowa, Pennsylvania, and Princeton, and, during examination periods, by Texas.

In several libraries, including Bryn Mawr, Princeton, Radcliffe, Vermont, and Washington University, books will be reserved for use by the applicants in the reading room at specified times; at Mount Holyoke students may sign a half-day ahead for use of a book in the building. Most of the libraries reporting permit reserve books to be borrowed overnight or Sunday, and many will take applications in advance for this privilege; Vassar, for instance, reports that the students keep an "engagement" book near the loan desk.

Higher rates are usually charged on reserve books which are lent overnight, and are not returned on time, than on ordinary overdues. The fine is 25 cents a day at Colgate, Lehigh, and Ohio Wesleyan; at Amherst, Dartmouth, and Texas it is 25 cents an hour; at Princeton, 25 cents for each two-hour period; at Brown, 10 cents for each quarter-hour after 9 A. M. Many have a sliding scale of charges: Chicago, 15 cents for the first hour and 5 cents for each additional hour, with a maximum of 50 cents a day; Indiana, 15 cents the first hour and 5 cents for each succeeding hour; Iowa, 25 cents the first hour, and thereafter 50 cents per day; Minnesota, 25 cents for the first hour and 10 cents for each additional hour; Northwestern, 10 cents for the first hour, 25 cents for the second, and thereafter 50 cents per day; Pennsylvania, 10 cents a day for "reading list" overdues, 50 cents on "special reference" overdues, and $1 on "overnight" overdues. At Bryn Mawr no fine is charged, but borrowing privileges are withdrawn for one week.

Rental collections.—A "duplicate pay collection" or

"rental collection" is reported by only a very few of the college and university libraries. With very few exceptions, too, the rental collections reported by college libraries are quite dissimilar in purpose and in nature from the duplicate pay collections of public libraries. Most of them consist primarily, if not entirely, of duplicate copies of textbooks or of books needed for required reading, instead of the recent fiction which is the *raison d'être* of a public library's pay collection.

The University of Chicago Library found it necessary in 1913 to establish a rental library, from which sets of books were rented to students. The plan has proved successful and has developed from year to year, and in 1925-26 the circulation from the collection was approximately 40,000 volumes. The rental library is considered as an investment, and money is appropriated directly to it by the trustees. Fees are returned to the general university funds. It is found that a book ordinarily pays for itself in the course of four years. The following statement outlines the purposes and the method of operation of this collection.

Through this library the University endeavors:

1. At a small cost to supply students with books needed in connection with their studies.

2. To supplement the services offered through the reserved book room.

3. To give faculty and students some of the facilities of a loan library with a wider and more up-to-date selection of popular literature than is ordinarily offered by a university library.

The rental library contains at present about 25,000 volumes which, from the standpoint of circulation, may be roughly grouped into three general classes:

1. Sets rented by the quarter.—Sets of books so selected as to cover the more important reading in certain courses in literature, history, sociology, philosophy, and various survey courses, have been made up. These are rented by the quarter for a fee approximating

one-sixth of the value of the books, varying as the course is given more or less frequently.

2. Individual books rented by the quarter.—Dictionaries in Sanskrit, Greek, Latin, German, French, Spanish, Italian, and Scandinavian languages and a few out-of-print and foreign textbooks are rented by the quarter (no effort is made to handle ordinary textbooks on this basis). These books are rented for a fee, varying as above, except that no book is rented by the quarter for less than 25 cents.

3. Books rented at 3 cents per day with a minimum charge of 10 cents.—Included in this group are several thousand volumes of popular fiction in English and several foreign languages, hundreds of reference books in almost every field of knowledge, and any of the books belonging in the above groups whenever they are on the shelves; also for reference use a few copies of the more expensive textbooks. Students may rent these at 3 cents per day. They cannot be rented by the quarter.

The books are lent to members of the faculty, and to students and employees who present either library cards or current tuition receipts. Only books in groups 1 and 2 are available to students in the Home-Study Department.

The University of Washington maintains a rental collection, composed almost entirely of books of the "textbook" class. The average charges for books lent from this collection are three cents a day or fifteen cents a week, although the books purchased vary in price from ninety cents to ten dollars per volume. The collection is popular with the students in general, as it makes unnecessary the individual purchase of many textbooks. Rental books are charged on "reserved book cards" of special color and size. Renewal of books is refused if the demand exceeds the supply. The limit in number is one book to a student, for reserve books issued only for one day; of other books two or three may be taken. Thus the collection is mainly used for required reading rather than for textbooks needed for regular use throughout the term.

The University of Montana has a "duplicate rental reserve" from which books are lent for one cent an hour, three cents for overnight use, eight cents for twenty-four hours, or ten cents for the week-end, from Saturday noon to 8:30 Monday morning.

Alabama Polytechnic Institute has a small rental collection, consisting only of the six novels required for reading in freshman English. Books are lent on a deposit of seventy-five cents, from which fifteen cents per week is deducted on return of the book. Receipts are added to the library's general funds.

The University of Oregon has a collection containing both textbooks and books of general interest. A fee of five cents a day is charged. The collection contains many titles which are not in the free collection, the policy being to buy, from the proceeds from rentals, books which would not be bought from state funds. Books are transferred to the free collection when they have paid for themselves, plus some margin.

Carleton College has a small collection, containing a few books of history and other subjects for required reading, and also a few fiction titles. Non-fiction is lent for five cents a day; fiction for five cents a week.

Duplicate pay collections of fiction alone, corresponding more closely to the collections of public libraries, are maintained by Goucher College, Sweet Briar College, and West Virginia University. Rental charges are three cents a day at Goucher and Sweet Briar, and five cents a week at West Virginia. At Goucher College a few of the books are added to the regular collection at the end of the school year, but most of them are sold for fifteen or twenty-five cents a copy.

Oregon State Agricultural College once tried a pay collection of fiction, but did not consider that the use of it justified the time and expense of maintaining it.

Assistance to readers.—Much of the service which is given to readers, both at the loan desk and at the reference desk, consists of assistance in finding desired books, either on the shelves or through use of the catalog; of answering the simpler kind of reference questions, requiring little research; and of other informational service of a general nature. The importance of such service is thus expressed by one librarian: "Information desk work in the college library is the sort of service that undergraduates need; reference work is the more exacting type of assistance needed by graduate students and the faculty. There is one serious difficulty about such work. One can not sit at a desk and do nothing; and as soon as one looks busy, inquiries cease. It is a very unusual person who can look receptive while busy."

In most of the libraries reporting the "information" work is done by the attendants at the loan desk or in the reading room, or is shared by both departments. Thus Northwestern University reports that the circulation department takes care of such questions as may not be properly sent to the reference department. At Ohio State University, where the reference desk and the circulation and delivery desks are in the same room, with student assistants doing much of the work at the circulation and delivery desks, the reference desk handles all reference questions, and gives all instruction and assistance in the use of the catalog, indexes, etc. At the University of Oregon the general information service is given at the reference desk, and at Pennsylvania State College at the circulation desk.

The handbook for new students issued by the library at Vassar contains the following suggestions: "The librarian is glad to see students in her office at any time, to talk with them about their use of the library and to receive any suggestions about book-buying or library arrangements. Questions about

the *location* of books should be asked at the loan desk. Inquiries about the use of books and the use of the catalog should be made at the reference desk. The reference librarian's chief duty is to try to help the students to use the library intelligently and independently; not to find material for them, but to suggest the *direction* of further search. She is glad to help them in the selection of editions of books for their own libraries or in any other way in which her experience may be of use to them."

A somewhat more definite separation of informational service from other duties of the loan and reference desks is reported by the University of Chicago and the University of Minnesota. At Chicago the chief of circulation and a second assistant are responsible for "information" service, which constitutes a part of the service of the readers' department, with desks in the circulating department in the same room with the public catalog. A limited collection of indexes, handbooks, annuals, and other ready-reference books, is kept at hand. No definite line is drawn between this informational work and the reference department. At Minnesota the reference department details an assistant to service near the public catalog to help readers in using the catalog and to answer questions in regard to students' work. "This becomes automatically an informal bureau of information." No reference work is undertaken at this desk.

Instruction in use of the library.—The following report covers only instruction which is given, more or less formally, as an aid to the students in their use of the library's resources or as a preparation for future bibliographical work or research. Courses in technical library work, which are given by many libraries for prospective librarians or teachers, and courses in the history of printing, are not included except as a few courses combine some such instruction with work

designed primarily as an aid to students in their use of the library.

In several libraries, as at Colby, Indiana, Iowa, Michigan College of Mines, Minnesota, New Hampshire, Pennsylvania, Radcliffe, and Vassar, a printed handbook is issued concerning the resources of the library, their location, classification, cataloging, and use. Such handbooks usually serve as a first step toward enabling the new student to make intelligent use of the library.

Instruction to some extent in the use of the catalog and of the more common books of reference is given to freshmen by approximately half of the libraries reporting of more than 20,000 volumes, and by approximately one-fourth of the smaller libraries. In most of these the work is apparently confined to brief instruction, of an elementary nature, in the first essentials. Such instruction usually consists of one or two lectures, perhaps accompanied by a tour of the library, and perhaps followed by some amount of practice work or assigned problems. The following reports are illustrative.

Bryn Mawr: All freshmen have special instruction on the general reference books, and upperclassmen on special reference material.

Colby: Instruction is given in the use of the card catalog, periodicals, *Reader's guide,* and books of general reference. The work is required of all freshmen, and consists of a meeting of each division of the class early in the first semester, followed by one hour of practice work in the library.

Colgate: All freshmen are given one class hour of instruction, with a problem to be worked out later.

Indiana: Once each year the reference librarian gives a talk to freshmen on how to use the library. Attendance is optional.

Maine: All freshmen are required to take three hours of

instruction during "freshman week," covering use of the catalog, location of books, reference books, and magazine indexes. One hour of practice work is required.

Michigan: Freshmen are given one lecture on use of the catalog and reference books, and are shown the various departments of the library.

Minnesota: Classes are conducted for freshmen and sophomores on the use of books and libraries. These are regular university courses, carrying university credit.

New Hampshire: Library talks, demonstrations, and problems are required of all freshmen during a preliminary "freshman week." Instruction is limited to the use of books and the library, and consists of one hour of demonstration and tour of the library, and a two-hour problem.

Northwestern: The reference librarian gives one lecture to all students in freshman English at the beginning of each semester, in sections of from fifty to sixty. The lecture occupies one class period and is devoted to the use of the catalog, indexes to periodicals, and the more common reference books, and the resources of other libraries in Evanston and Chicago. The talks are given in the reference room, with periodical indexes and trays from the catalog used for demonstration.

Radcliffe: Two lectures are given the freshman class by the reference librarian at the beginning of each college year.

Union: Three lectures are given to freshmen each year, taken in groups of about thirty men. A problem is assigned, requiring research use of specified reference books.

In some institutions, as is illustrated by the following reports, instruction is closely connected with regular courses of the curriculum, usually with courses in English.

Hamilton: Two or three lectures are given to freshmen on the use of the library, with exercises and problems, in

connection with freshman English, and to sophomores in connection with a required course in debate.

Kenyon: Lectures on classification, use of the catalog, periodical indexes, and United States documents, are given by the librarian, as a part of required English courses, to all freshmen and sophomores. One or two simple problems are assigned. The aim is to give the student skill in using ordinary library tools when assignments in any of the college courses require use of the library.

Middlebury: At the beginning of each year the librarian gives the entering class two periods of instruction in the use of the library and simple reference books. This is followed by practice work at the library. The work is done in connection with a course which is required of all freshmen. No credit is given for this course until the work is done to the satisfaction of the librarian.

Princeton: Three lectures, with a tour of the library, are given to all freshmen.

Washington and Jefferson: Work in library method is given as a part of certain courses in the rhetoric and English departments, in which the freshman class is sent by sections to the library for instruction and practice work under the supervision of the librarian and cataloger.

More extensive instruction by means of definite courses, either optional or required, is reported by the following, and by several others.

Colby: An elective course, with three hours' credit, is offered to juniors and seniors, meeting three times a week during the first semester, on the practical use of books and libraries. The course is designed "to provide a knowledge of the practical elements of library science, so that, whatever profession the student enters, he may be able to exercise an economical and efficient use of books, magazines, and library

materials. The work includes systematic study of over one hundred books of reference, periodicals, government documents, classification, cataloging, indexing, making of bibliographies, and selection of books for a private library." Lectures, assigned readings, reports, and library practice, are required. This course is followed by an elective course, three hours weekly during the second semester, on the history of libraries, writing, and printing, and on book reviews and book buying.

Colorado: An elective course is offered during the summer session, covering twenty lecture periods and twenty-five hours of practice or "laboratory" work. Credit of two and one-half term hours is given. A bibliography is required of the material in the library on a given subject.

Iowa: A one-hour elective course, with one credit, is given each semester by the supervisor of the undergraduate study hall and one other member of the staff who has had experience both in reference work and in library school teaching.

Mills: An elective course in practical library methods is given, meeting two hours a week during one semester, with thirty hours of practice work during the semester. The object of the course is to aid the student in the use of the library in preparing her other work, and in later life. Each student prepares one bibliography. Credit of two units is given. A similar course in bibliography is given for undergraduates, which includes a study of the development of the book from the earliest times to the present day, and lectures on the history of libraries. Special consideration is given to the influence on literature of book making and book collecting. Lectures on illuminated manuscripts; incunabula; famous European presses; and fine modern printing, are illustrated with examples from the Bender collection of rare books and

manuscripts. A graduate course in bibliographical research, of one hour a week with credit for one unit, is required of candidates for the M.A. degree.

Minnesota: Two elective courses are given in library methods: one on the use of books and libraries, for freshmen and sophomores, of two hours a week for one quarter, for which two credits are given; and a bibliographic seminar for seniors and graduate students, given by the university librarian, meeting twice a week for two quarters, with four credits. In the first course numerous brief reference lists are required; in the second, a bibliography in the student's major field of study.

New Hampshire: An elective course is given twice a week during one term, and five hours a week for six weeks during the summer session, for which three hours' credit is given. The course includes a general survey of library method, and reference work. Each student compiles a brief subject bibliography. In a few cases students have compiled lists at the request of instructors.

North Dakota: An introductory one-hour course on the use of books and libraries is offered, with one semester hour's credit. The course includes appraisal of books; training in the use of bibliographical aids; selection and use of debate material; critical study of dictionaries, encyclopedias, periodicals, government publications, and other books used for reference.

North Dakota Agricultural College: A required course of one hour a week for twelve weeks is given to freshmen on the physical book, the catalog, classification, reference books, indexes, and bibliography. Weekly problems and one bibliography are required each term.

Oregon State Agricultural College: One quarter's work of one lesson a week on the use of the library, including the

catalog, periodical indexes, and reference books, both general and special, is required of all freshmen in the schools of Agriculture, Commerce, Home Economics, Vocational Education, and Music. In the other schools of the college this instruction is optional.

Park College: Two elective courses are offered: a lecture course on the reference use of books and libraries, given during the first semester; and a combined lecture and laboratory course, the second semester, designed for those who are looking toward librarianship as a profession.

University of Pittsburgh: An introductory course in library methods, including a brief survey of the history of books and libraries; the classification and arrangement of books; the card catalog; lectures, discussions, and problems on the use of dictionaries, encyclopedias, indexes, and other works of general reference; and instruction and practice in the preparation of bibliographies. The course is given one hour a week during one semester, and is required of all students in the library science course offered jointly by the University of Pittsburgh and the Carnegie Library School.

Princeton: A course of ten lectures on bibliography and library science, supplemented by conferences, is offered to graduate students. No credit is given. Courses are given in the graduate school, by members of the library staff, on palaeography, a general introduction, with special attention to Latin manuscripts; on Greek palaeography; on medieval Latin palaeography, with special reference to English thirteenth-century financial documents; and on diplomatics.

Union: A course in bibliography, elective for seniors, especially for those who are preparing to enter graduate schools, is given one hour a week throughout the college year. The course is planned to give a brief survey of the history of books and of national, subject, and trade bibliography.

Utah: One lecture a week is given for one quarter, on the use of books. The course is required of all freshmen in the School of Education, and is elective for others. Each student prepares a bibliography on a subject selected by himself, preferably in connection with a term paper required in some other course. Credit is given, equivalent to two-thirds of a semester hour.

Vassar: An elective course in elementary bibliography is offered by the reference librarian, covering instruction in the practical use of library aids, and aiming to develop facility in the use of the card catalog, book classification, the most useful reference books, bibliographies, and indexes. Each student prepares a bibliography on a topic related to work in one of her regular subjects of study. The course is limited to ten students and covers two hours a week, with two credits.

State College of Washington: For more than twelve years a nine-weeks' course was given at the beginning of each semester, on use of the library. The course was a freshman requirement, with one-half hour of academic credit. The enrolment in this course constantly increased until it reached between 900 and 1,000 freshmen. The instruction interfered with other work so much that it has been temporarily discontinued, until a full-time instructor can be added to the staff.

Yale: Two one-hour undergraduate courses are offered in bibliography: one aims to aid the student to use a library readily and intelligently, and to acquaint him with the best reference books and means of approach to a subject; the other deals with some of the more cultural aspects of bibliography, such as the history of writing and of printing, the illustration of books, and artistic bindings. Juniors and seniors who complete both courses satisfactorily receive two

credit hours. A one-hour graduate course in bibliography is offered, chiefly in the humanities, including discussion of general reference books, book-trade lists, the bibliography of philosophy and history, catalogs of manuscripts and of special collections in other libraries, the making of bibliographies, and the printing of dissertations. One hour's credit is given. Regular or occasional essays or bibliographies of authors or subjects are required of students taking these courses; those working for the M.A. or the Ph.D. degree write a thesis or a dissertation of a bibliographical character. The course is required for the doctor's degree in the romance languages.

Book lists, bulletins, etc.—Not many of the college and university libraries report any very definite or systematic efforts to increase the circulation. Most of the efforts which are reported are confined principally to the display, on special shelves, of interesting new books or of older books selected for this purpose. Several mention the display of book lists, jackets, and other bulletin material. A few issue occasional bulletins or reading lists, printed or multigraphed, or insert lists of books, library news items, or notes about books and authors, in the college paper. The following reports may be cited for illustration of such methods of facilitating a wise selection of books.

Descriptive notes, taken from reviews, from the *Book review digest,* or from the publisher's notes printed on the jackets or elsewhere, are occasionally inserted in the books in some libraries, among which are Carleton, Emory, North Dakota Agricultural College, Ohio State University, University of Oregon, Oregon State Agricultural College, Pennsylvania State College, and in the undergraduate library at Yale. Most of the reports indicate that this is done with no great regularity, and principally for books of fiction or occasionally for popular books in other classes of literature.

Brown University in 1923-24 prepared mimeographed lists of new accessions every two weeks during the academic year, issuing 140 copies of each for distribution among the faculty and the students. In 1924-25 similar lists were typed monthly, and three copies were posted in the library. Three annotated lists were also issued, totaling over 5,000 copies in all, for distribution mainly at the loan desk. Lists compiled elsewhere have also been obtained and distributed.

Colgate reports bulletin board displays of data about new books on the reserve shelf, attractive book-cover posters, current news about authors, new book lists, poems, or any items of interest on any subject. Pennsylvania has about ten book exhibits a year, each lasting about a month. Useful or attractive reading lists are now and then posted on the bulletin boards, but are considered most effective if only occasionally used. A weekly list of "Friday books" for week-end reading, every book on which is guaranteed to be both readable and worth reading, has been well received, and will be revived from time to time. Simmons College also has a "week-end" bookshelf, on which are displayed books on special topics, usually of current interest.

Goucher College issues a mimeographed bulletin of new accessions once a month during the school year. Similar lists are issued by Kentucky, Lehigh, Miami, Northwestern, Ohio Wesleyan, University of Oregon, Oregon State Agricultural College, and Pittsburgh. These lists are used principally for distribution among the faculty. North Carolina College for Women issues ten numbers a year of a printed bulletin, composed chiefly of annotated lists of new accessions.

The University of Mississippi reports that reviews of new books, usually written by upperclassmen, are published in the college paper. At Northwestern articles about important recent accessions are sent to the college daily paper, and criti-

cisms and notes of new books are sent to faculty members. Simmons College sends occasional library publicity notes and book reviews to the bi-monthly publication of the college, and book reviews, written by undergraduates, appear in the students' weekly paper.

Among the many displays of new books the following may be mentioned as illustrative of those which include selected collections, in addition to certain shelves on which are kept the latest additions.

University of Cincinnati has a collection of "red tag" books, principally recent books of fiction, science, biography, and travel. A list of these books is posted above the display case, and encourages readers to have reserves placed for books which they would like to read, but which are in circulation.

Hamilton has a few shelves of books of general interest in fiction, biography, travel, drama, essays, and other popular classes, containing books recommended by students or by certain instructors or by the librarian. The collection is designed especially for browsing and for Sunday reading, and is frequently changed.

Iowa has on open shelves in the main library a small display of new books, which is changed weekly; the freshman assigned reading; and a selection of choice books from different classes, which is changed from time to time. In the undergraduate study halls and in the medical library are displayed similar, but smaller collections of interesting books for general reading. The library has also installed a collection of "Leisure Hour Suggestions" in the Memorial Union, together with current magazines and newspapers.

Michigan has on open shelves at the central library, in addition to the books and periodicals in the reading rooms, a "red star" collection containing the more popular new books

in fiction, essays, biography, poetry, drama, etc., available for limited circulation, and a display case containing new books of a more serious type in history, economics, and other subjects. The books in the "red star" collection are changed daily.

At Notre Dame, in 1923-24, a very successful reading club of students met with the reference librarian on alternate Sunday mornings during one semester, and special groups met every other Sunday. The reading club was formed at the request of students, with the reference librarian as leader. Those who joined the club were excused from all assignments in English if they claimed the exemption. The meetings, which were very informal, included discussion of the books the students had been reading, reviews of new books, and questions concerning their reading, with impromptu discussion of any questions which might be brought up concerning books and authors. For an account of these meetings see *Catholic Educational Association Bulletin,* November, 1924, pages 301-6.

Research questions.—Approximately half of the libraries reporting state that references to material on topics frequently asked for, or on topics which require considerable research, are kept on file. Cards or 3″ x 5″ slips are most generally used for this purpose, but in several libraries the references are typed on sheets and kept in a vertical file. At Northwestern the subject entries for such references are taken from the *Reader's guide.* These ready-reference files are usually thinned out only when they become crowded or as special occasion arises, but several report that it is done regularly, once a year or oftener. A few libraries, including Colorado, Pennsylvania State College, and Princeton, report that references made for this file sometimes form the basis for additional subject headings in the general catalog.

Only a few libraries report that they occasionally make a charge for bibliographical or research work which requires more time than they feel justified in giving as a part of their regular service. Brown reports that such work is occasionally done by one of the staff, outside of library time, at a charge per hour dependent on circumstances. At the University of Chicago, likewise, one of the staff is occasionally engaged to search newspapers or other sources for desired information, at a charge of one dollar an hour. At Pennsylvania such work is sometimes done in an assistant's own time, at a minimum charge of about fifty cents an hour for an experienced person. At Texas a charge is occasionally made for extensive research, and the money is deposited with the auditor of the university if the work is done in library time. Yale reports that such service is sometimes given, usually at a charge of one dollar an hour, which usually goes to the person who does the work; if the work is done in library time the money is credited to the library's salary account.

Facilities for study.—Many of the large libraries and several of the smaller have some space, usually limited and sometimes improvised when the occasion demands, which can be assigned to individuals whose work requires the use of a large number of books for a considerable length of time. Such space is usually either in seminar rooms or at tables in the stacks, or, as at Michigan and Minnesota, in the carrels or cubicles. The privilege of reserving space is usually given only to faculty members and to graduate students. Many libraries have one or more rooms which can be used by debaters or other workers who wish to hold conferences.

The only undergraduate study halls reported, in which definite seats will be assigned to students for use at specified hours, are at Bryn Mawr and at the University of Iowa, both of which report the room a success. North Dakota Agri-

cultural College had such a room, but lack of supervision made it unsatisfactory. The following reports are made concerning the operation of these rooms.

In the fall of 1924 the library at the State University of Iowa established two undergraduate study halls. The rooms are planned to help solve the problem of adequate room for quiet study on the campus, and to offer limited reference facilities and experienced attendants to aid students in their work. The rooms are open from 7:50 A. M to 10 P. M. A full-time supervisor and a full-time reference assistant are employed to render such assistance as may be requested and to have general charge of the rooms, seat assignments, etc. In one of these rooms are fifty individual desks, each of which is equipped with two drawers, the keys to which are given to the student to whom the desk is assigned; there are also 180 additional drawers in three wall cabinets, similar to locker space afforded in certain other departments. The other room is equipped with tables so partitioned that 108 individual study spaces are provided, with two locked drawers for each seat. These two rooms adjoin, and are connected with a book-lift with the reserve reading room just above. The use of the rooms is limited to undergraduates in the non-professional colleges, with freshmen given first choice. Seats and drawer space are reserved for individual students on their request for specified hours each day. A small collection of general reference books is available, together with extra copies of some of the freshman assigned reading and a small collection of books of general interest.

The use of these rooms is entirely voluntary, but students who fail regularly to utilize the space reserved for them are notified that they must live up to their part of the agreement or their reservations will be canceled and the space will be re-assigned to someone on the waiting list. The opening

of these rooms was an experimental attempt to ascertain the part that the library can play in the formation of study habits under more or less ideal conditions. Thus far the experiment has been a success.

At Bryn Mawr the undergraduate reading room is a large room above the stacks, with desks for 136 readers, each screened to a height of two feet to secure privacy to the reader. No books are kept in the room, but near the reading room, on the same floor, is the reserve book room. Students are allowed to take books from the reserve book room to the reading room for periods of two hours. Desks are assigned to individuals for the writing of long papers, but no-one may have a seat assigned to her for more than four weeks during a semester. The reserve book room is supervised, but the reading room is without any supervision whatever and is reported entirely successful. Two fireplaces with easy chairs around them and low lights on the desks make the room attractive, and "reading room" is a more appropriate term than "study hall."

Few libraries report any definite limit to the number of books which a reader may have at one time, for use in the building, although some limit him to two or three if the books are in great demand, and several permit only one "reserve" book to be taken at one time.

VII. PAMPHLETS

In many college and university libraries all pamphlets which are thought worth keeping at all are treated, essentially, the same as books: that is, they are classified, cataloged, and shelved in their proper places with the books on the same subjects. Pamphlets so treated are usually placed in some kind of binding, either cloth or boards or some of the various styles of pamphlet binder. Pamphlet boxes are also

used, in some libraries, in which classified pamphlets are kept on the shelves at the end of the books on the subject of which they treat. In many cases a somewhat abbreviated form of cataloging is used for pamphlets, and for some of the less important material subject cards only are made.

Approximately two-thirds of the libraries reporting have at least a small "pamphlet collection," in the sense in which this term is defined on page 126; that is, a collection of pamphlets, usually somewhat ephemeral in value, which are filed apart from the books in pamphlet boxes or in vertical files. The following reports illustrate the nature of many of these collections and the methods of handling them:

Amherst: A small collection, arranged by subjects in vertical files, of pamphlets which seem to have at least temporary value but not enough to warrant binding and cataloging.

Brown: Pamphlets which come to the reference librarian, and are thought to be of some temporary value, are filed in pamphlet boxes in classed arrangement. Some clippings are kept also, unmounted.

University of Chicago. Apart from the general collection of about 200,000 pamphlets, which are classified by subject and in part cataloged, there is a small pamphlet collection at the information desk in the general library, composed chiefly of bibliographies and current topics. The commerce library has a large collection of pamphlet material relating to products of labor, advertising, marketing, industrial management, and other commercial topics. This collection includes also some clippings, filed in envelopes. Pamphlets in both collections are filed under subjects in vertical files.

Dartmouth: A vertical file collection of pamphlets which are classified like the rest of the library and cataloged on salmon-colored cards; also a small vertical file collection of uncataloged pamphlets, consisting mainly of material on

economic and political topics and on current events, kept at the reference desk.

Des Moines University: Most pamphlets which are kept are classified in brief form, and placed in pamphlet boxes or binders, or, if too heavy, are treated as books. Very brief pamphlets are kept with clippings in a vertical file. The clippings are confined to material of local interest and to topics not covered in the general magazines.

University of Indiana: A collection of miscellaneous material which might be of use to professors or students. Material which is most used is kept in a vertical file in the reading room, to which the students have access. Other material is kept on shelves and in envelopes in a store room. Clippings of permanent value are mounted; others, on very timely subjects that will be wanted only a short time, are unmounted.

University of Michigan: A vertical file collection of pamphlets, mainly of current political, educational, or social interest, and of material relating to the university. The arrangement is alphabetical by subject. Clippings are also kept, mostly unmounted, but some of more permanent value are inserted in U-File-M binders.

University of Minnesota: Only a small pamphlet collection is open to public use, containing material relating to local interests, obscure subjects, new subjects, and contemporary biographies. A large open-access pamphlet collection is not considered advisable by the reference librarian "as it destroys all sense of authority in readers and makes them unwilling to do any work to find material." The pamphlets are filed in vertical files by folder numbers, with a card index, for the open file, and in pamphlet boxes by subjects for the general pamphlet collection housed in the stack.

University of North Dakota: All uncataloged material that is worth keeping at least temporarily, except government

documents, is placed in vertical files. *Reader's guide* subject headings are assigned, and the material thus forms a very useful adjunct to the periodical files. The collection is weeded out occasionally, and material which is found to have stood the test of time is cataloged and other material is discarded.

Northwestern: A collection composed mainly of pamphlets from banks and trade associations; city, state, and federal documents; clippings; bibliographies; reports of boards; and a few portraits and pictures of buildings, etc. The material is kept in vertical files, arranged alphabetically by subjects, and is weeded out about twice a year, or oftener if it becomes crowded. Some clippings also are kept.

Ohio Wesleyan: Ephemeral material on current questions of national or local interest, reading lists, typewritten bibliographies, and portraits, are kept in vertical files, arranged alphabetically by subjects. Material of permanent value is cataloged. The collection is weeded out about twice a year. Some clippings are also kept in U-File-M binders.

University of Oregon: A collection of material on public questions for debate and material relating to the state of Oregon. Clippings are mounted on tag boards, uniform in size and perforated in the margin so that clippings on the same subject can be tied together.

Vassar: Pamphlets which are important enough to be cataloged as books are placed on the shelves in pamphlet binders. If less important they are classified and placed in boxes on the shelves with the books on the same subjects.

University of Washington: A vertical file is used for the latest and most useful pamphlets, leaflets, maps, clippings, excerpts, photographs, etc., of ephemeral value. This material is arranged alphabetically by subjects. The older ma-

terial of this nature is filed on shelves with vertical partitions every six inches.

Washington University: Doctoral dissertations in foreign languages are filed in pamphlet boxes in the stacks; also other pamphlets which are considered worth preservation but not permanent binding.

In all but a very few of the libraries reporting, pamphlet material is not entered in the catalog unless it is important enough to be cataloged fully, placed in some kind of binding, and shelved with the books. A few refer to the pamphlet collection material, either by general references under subject, filed in the general catalog, or by a separate catalog or list of subject entries.

At the University of Chicago bibliographies in the commerce library are entered under subjects in a separate catalog. Colgate University keeps at the reference desk a list of the subject headings used in the pamphlet file. The University of Indiana makes a separate catalog by subject for the use of the reference department and the circulation department. At Northwestern University subjects are brought out in the catalog by general references under subjects, and a complete file of subject references for pamphlets in the vertical file is kept at the reference desk.

Several libraries report that the pamphlet files are weeded out more or less regularly, in most cases once a year, as at Michigan, Mount Holyoke, and the University of Oregon, or about twice a year, as at Northwestern and Ohio Wesleyan University. Most of the reports, however, state that discarding is done irregularly, as it becomes necessary, or that it is more or less of a continuous process as occasions for discarding come to attention. Many reports seem to indicate that much of the pamphlet material in college or university libraries is of a rather less ephemeral nature than the ma-

terial which forms a large part of most public library collections. One library, for instance, reports that its pamphlet collection consists of material which is received as gifts, which is not important enough to be cataloged but is important enough to be used in case material on the subjects covered is called for; clippings, in this library, are weeded out whenever time permits, but pamphlets "are kept forever."

In most of the libraries reporting, pamphlets are permitted to circulate, and in many libraries they are issued under the same regulations as books, as at Brown, Bryn Mawr, Colorado, Lehigh, and Princeton. Many, however, circulate them only in special cases and by special permission, as at Arkansas, Dartmouth, Indiana, Iowa, and North Dakota, and a few do not issue them at all for use outside of the library. In some libraries they are lent only for limited periods, on temporary charge slips. Indiana, for instance, will lend on request, ordinarily without definite limit in number, for a very few days; if the material is on any subject which is in great demand it must be kept in the library during library hours. At Northwestern the number that may be borrowed is usually three or more, depending on the demand; they may usually be kept either overnight or from one to three days. The University of Oregon lends an indefinite number, charged for one month; Vassar lends one or more, for a day or two only.

In general, the pamphlet material which is most frequently called for, in most of the libraries reporting, consists of recent material on current questions of economic, political, or social interest, especially for purposes of debate.

VIII. PICTURES, MUSIC, AND MAPS

Pictures.—The picture collections which fill so important a place in public library work have relatively slight

representation in the college and university libraries reporting. Most of the collections reported are designed primarily for use in immediate connection with instruction in art classes or schools, rather than for the more miscellaneous instructional purposes of most public library collections, and most of them are for reference use only. Circulating collections, however, are reported by the following libraries:

University of Arizona: A collection of reproductions of works of art is kept in the reference room. The pictures are mounted, and shelved in pasteboard boxes on shelves, classified but not entered in the catalog. Circulation is permitted without definite limits as to number or time. Their use is principally by the teachers of art courses.

Carleton College: A collection of art reproductions and postcard views is kept in a separate art division, filed in classed arrangement in vertical files.

University of Colorado: About 1,000 reproductions of paintings and sculpture in the reference department, mounted and shelved flat, arranged by subjects. Circulation is permitted on the same terms as books.

Cornell College: Reproductions and clipped pictures are kept in the reference room, mounted and shelved flat. Author and title entries are filed in a separate drawer of the catalog. Circulation is permitted, regulated by the demand; use of the collection is principally among clubs and the art department of the college.

Dickinson College: About 1,400 University prints are kept in the circulation department, unmounted, filed in classed arrangement in pamphlet boxes. Subject entries are made for the general catalog. Circulation is permitted, for from three days to two weeks, without definite restrictions as to number. The pictures are used by students in courses in Latin, history, art, etc.

University of Oregon: A small collection in the circulation department, containing mounted reproductions of art and some in albums. Use is mainly by instructors and by women's clubs. Circulation is permitted, for one month.

Oregon State Agricultural College: A collection of art reproductions, clipped pictures, postcard views, and plates from various portfolios, is kept in the reference room. Mounted pictures are shelved alphabetically by subject in a vertical file; unmounted pictures and clippings are kept in folders. Circulation is permitted, usually for two weeks, without definite limits as to number. Use is exclusively in the art department of the college.

Simmons College: A small collection in the circulation department, including art reproductions, a few lantern slides, and scenic photographs. A classed arrangement is used. The pictures circulate only to instructors for classroom use or display purposes.

University of Southern California: A collection in the circulation department and the art department, containing art reproductions, clipped pictures, and lantern slides. Pictures are mounted and shelved vertically, in classed arrangement. Entries are made for the general catalog.

Union College: A collection of illustrative material, containing art reproductions and postcard views, to supplement lectures and class work, especially in history, the classics, and literature.

University of Vermont: A collection in the circulation department, containing art reproductions and views of places and scenery; cataloged under artists and subjects in a special catalog. Pictures are mounted and shelved flat, roughly classified. Their use is principally in art and history classes and in women's clubs.

State College of Washington: A collection of art repro-

ductions and a few clipped pictures and lantern slides. Pictures are kept principally in vertical files, filed alphabetically by subjects. They are circulated seldom, and only with special permission. Their use is principally among students and club women engaged in study of art, and in the art department of the college.

Wellesley: A collection in the art department, containing reproductions, a few postcard views, and lantern slides. Pictures are mounted, shelved in classed arrangement in a vertical file, and cataloged. Circulation is permitted for two weeks. The collection is used principally by students of art, and by the students and faculty in literature and history.

Among other libraries which report picture collections, the material in which does not ordinarily circulate, are the following:

The University of Chicago has a department of art, the books of which are a part of the classical group. There is also a large collection of pictures of paintings, statuary, notable buildings, etc. Pictures are entered in the catalog only in a few cases, but a special catalog is being prepared. The pictures are mounted, and filed under the regular classification in vertical files. They are for use only in the room, except that instructors may borrow them for class use. Subjects most in demand are art and archaeology.

Hamilton College has a collection in the reference room containing reproductions of art, chiefly for use in the library or for classroom use by instructors. The pictures are unmounted, and arranged in vertical files under the names of the artists.

University of Michigan has in the reference room a collection of reproductions and of pictures clipped from books, magazines, and other sources. Pictures are filed unmounted in vertical files, arranged alphabetically by subjects.

Northwestern University has a collection of photographic reproductions and of lantern slides in the art department, and in classics, geology, history, and German.

University of Pennsylvania does much work with pictures in the fine arts department in the main library; the Latin and Greek departments make much use of archaeological plates, especially in their graduate work. These plates are all in series and are cataloged and filed accordingly. They are kept principally in made-to-order vertical file boxes equipped with castors. The pictures are not ordinarily taken from the library, but an instructor who wished to take some to exhibit during a lecture would be permitted to do so.

Vassar has a collection, both in the general library and in the art department's library, consisting of art photographs, pictures of persons and places, and postcard views. Portraits are arranged alphabetically in vertical files and pictures of places are arranged geographically. The pictures are used mainly for exhibitions, especially in connection with history.

Music.—Most of the music collections reported, of considerable size, are collections belonging to schools of music. Princeton reports a collection of 3,640 titles. The University of Chicago has a large gift collection, mostly of organ music, in part cataloged and classified. State College of Washington has a collection of over 4,000 bound volumes, which includes very little sheet music, but a number of choral cantatas, glees, and oratorios. The major part of the collection, however, consists of histories of music, biographies, piano scores of operas, piano and vocal scores, and a selection of works on the teaching of music; all of this music is bound and classified and cataloged, and is shelved with the regular collection. The University of Texas has a collection containing sheet music, collections, and orchestral scores. Sheet music is arranged alphabetically by composers in a

music cabinet equipped with shallow drawers. Boston University, School of Religious Education, reports a collection of sheet music and collections, and of phonograph records which are circulated on a rental basis.

Small collections are reported also by Hamilton College, Miami University, University of New Hampshire, Oberlin, University of Oregon, Pomona College, Wellesley, and several others.

Maps.—With few exceptions even the larger college and university libraries report that they do not acquire maps very extensively, and many indicate that their collections are very small. Several report that most of the maps that are purchased by the university at all are bought and cared for by the departments. At the University of North Dakota the library has a map "census" and catalog, which indicates where every map on the campus is located. Separate rooms for maps are reported by Amherst, Brown, Chicago, Michigan, Minnesota, Notre Dame, Oregon, Pennsylvania State College, Pomona, and Vassar.

Most of the libraries report that their maps are stored and made available for use in various ways; one says "our methods are various and haphazard." In the map division of the University of Chicago some of the maps are stored, for hanging when wanted, in an oak case about 8′ x 3′ x 7′, fitted with sliding shelves which are partitioned lengthwise to keep the rolls apart; many single sheet maps are kept in steel filing cabinets with drawers about 5′ square. At Northwestern the map collection is kept in the reference room of the central library and in the libraries of geology and geography, history, and political science; single sheet maps are shelved flat in map cases devised for blue prints and plans. At Hamilton College metal trays for storage take the place of shelves in certain sections of the stack.

IX. PERIODICALS

In all but a few of the libraries of less than 50,000 volumes the current periodicals are available in the general reading and reference room. Among the larger libraries, approximately half have a separate room for at least the general periodicals, usually adjoining or very near the reference room; periodicals on subjects for which there are departmental or seminar rooms are usually made available in those rooms. The reading or reference room collection usually contains all unbound numbers of the current volumes of the titles which are kept there. At Amherst, for instance, all issues are kept in the reading room until the volume is complete for binding; at Bates the general reference room contains bound periodicals, and the reading room contains all unbound issues for six months back; at Pennsylvania State College all unbound issues of current volumes are in the periodical and newspaper room. In some libraries, however, only the latest issue of each title is kept in the reading room, as at Heidleberg University and the University of Montana, where the current numbers are in the general reading room, and non-current unbound issues and all bound volumes are in the stack. At Montana State College the latest current numbers of the general periodicals are kept in pigeon holes in the reading room, and current numbers of technical periodicals are sent to the appropriate departments; all other unbound periodicals are kept at the end of the bound file; *Readers' guide* periodicals, bound and unbound, are shelved in the main reading room; others are classified and shelved in the main stack or in departmental libraries.

Unbound non-current numbers, when kept in the reading room, are filed either on shelves or in pigeon holes or drawers, where they are usually freely accessible to readers. At the University of Michigan, for instance, unbound issues of

most periodicals are kept in pigeon holes which are fitted with doors, but not locked; the current numbers, except for a few titles, are accessible to readers without request. At Pennsylvania State College all are on open shelves except a few which are restricted, and available only on request. In many libraries, however, request must be made for the back numbers. Thus at Minnesota about fifty current magazines are kept on tables; the others are stored directly back of the attendant's desk, but must be called for and charged for use in the room. At Mount Holyoke current issues are on racks, freely accessible to all; unbound back numbers are shelved in locked cupboards, the key to which may be obtained at the main desk. At North Carolina unbound issues, back of the current numbers, are on closed shelves, available to the faculty and to graduate students, and other readers may get them by calling at the circulation desk. Several others report that theft or mutilation has made it necessary to have all except the current numbers on closed shelves.

In approximately one-third of the libraries reporting, the periodical room or the reference room contains some bound volumes, as well as the current unbound volumes. At the University of Chicago, for instance, the periodical division, adjacent to the general stack and the main reading room, contains the bound volumes of some of the most used magazines from 1900 to date. At the University of Colorado the current numbers, and the bound volumes of *Reader's guide* sets for the last five years, are available in the reference room. At the State College of Washington the periodical room contains all the recent numbers, in special cabinets; the walls around the room are shelved, and contain part of the collection of bound periodicals; the major part of both the bound collection and the unbound is shelved in the stack, immediately adjoining the periodical room.

In a majority of the libraries reporting magazine binders are used for the current issues of the more popular magazines, and most of the reports state that various commercial binders have been found satisfactory. Among many libraries which report that no binders are used are Brown, Chicago, Colgate, Hamilton, Indiana, Lehigh, Pennsylvania, Vassar and Yale.

Loose-leaf sheets are used for the check list of the current periodicals at Arizona, Chicago, Dartmouth, and Tennessee; practically all other libraries reporting use cards. At Princeton a visible card index is used.

The following methods are reported for bringing automatically to attention any delay in the receipt of periodicals.

Michigan: "Every card is placed on the left-hand side of the trays, and as entries of periodicals are made the cards are shifted to the right-hand side. We have yellow cards for weekly periodicals, white for monthly and bi-monthly, red for quarterly, and orange for irregular periodicals. At the end of the first week in every month, any yellow card remaining on the left-hand side is a shortage for that week and should be considered accordingly. The second week, we shift from the right to the left. Monthlies, quarterlies, and irregulars are treated in the same way, monthlies being checked every month, quarterlies every three months, and irregulars every four or five months.

"Shortages of American and Canadian periodicals are written for on form cards; foreign periodicals on form letters. When shortages are sent for, a slip is made out, showing the title of the periodical and the date by which a reply might be expected. These slips are filed away first by date, and then by title. Each day the slips for that date are checked, and if no answer has been received a second letter is sent out; if again no reply is received, it is then reported to the head of

the order department. Shortages of foreign periodicals bought through dealers are treated in a different way. Slips are made out bearing title, shortage, and source of periodicals. These are filed by source, and then by title, in the shortage tray. Every month these shortages are typed in the form of a list, and given to the head of the order department."

Minnesota: "Daily, weekly, monthly, and quarterly publications are flagged in the checking trays, each class with a distinctive flag. At the end of each calendar month all daily and weekly cards are checked through for delinquencies. Delinquencies in receipt within that month are reported immediately to the subscription agent. If the agent fails to secure results before the next monthly check-up, the matter is reported directly to the publishers. At the end of every second month all monthly, bi-monthly, quarterly, and continuation cards are checked through and delinquencies reported in the manner indicated above. At the end of every three months all checking cards are gone through and all unexplained delinquencies and unfilled claims again reported to the agent or the publisher. In addition to this regular, automatic check-up, if when a current issue is received it is noticed that the preceding issue has not been received, that fact is reported immediately to the publisher."

Similar systems, involving the use of signal clips, are reported by Northwestern University and the University of Washington.

X. INTER-LIBRARY LOANS

Statistical reports.—The following statistics give some indication of the extent to which the inter-library loan system is utilized both by college and university libraries and by public libraries. The figures given are for the last complete

fiscal year covered by the replies to the questionnaire; they do not include loans made through the extension service of state universities or other extension agencies. Many libraries reported no figures at all or reported only approximate figures which indicated that no exact records had been kept.

COLLEGE AND UNIVERSITY LIBRARIES

Class A (more than 100,000 volumes)

	Vols. Borrowed	Vols. Lent
Chicago, University of	411	2,162
Harvard University	168	1,111
Michigan, University of	278	1,078
Minnesota, University of	240	213
Northwestern University	53	28
Ohio Wesleyan University	66	8
Oregon, University of	213	329
Pennsylvania, University of	191	257
Princeton University	162	332
Washington, State College of	69	24
Washington, University of	77	70
Washington University	92	54
Yale University	204	375

Class B (50,000-100,000 volumes)

Arizona, University of	30	402
Cincinnati, University of	58	13
Miami University	50	12
Mount Holyoke College	111	38
Oregon State Agricultural College	236	66

PUBLIC (AND SEMI-PUBLIC) LIBRARIES

Class A (more than 100,000 volumes)

Boston Public Library	20	2,027
Brookline Public Library	93	15
Cleveland Public Library	37	419
Detroit Public Library	47	439
Grand Rapids Public Library	88	54
Indianapolis Public Library	7	70

	Vols. Borrowed	Vols. Lent
John Crerar Library	68	1,413
Library of Congress	48	20,042[1]
Los Angeles Public Library	39	350
Louisville Free Public Library	11	450
St. Louis Public Library	10	310
Seattle Public Library	6	323
Somerville Public Library	66	36
U. S. Department of Agriculture Library	4,048	1,695[2]

Reports from the college libraries of less than 50,000 volumes and from most public libraries of less than 100,000 volumes indicate that their use of the inter-library loan service, either as lenders or as borrowers, was almost negligible in extent.

Less definite reports than those cited above were made by the following libraries:

Amherst College: Borrowed on 11 occasions; lent on 45.

Arkansas, University of: Borrowed and lent on an average about two books a month (exclusive of extension service).

Berkeley Public Library: Borrowed about 200 volumes; lent infrequently.

Birmingham Public Library: Borrowed and lent two or three times a month.

Brown University: Borrowed from 45 to 50 times; lent 50 volumes.

Bryn Mawr College: Borrowed over 100 volumes from 15 libraries; lent 29 volumes to 8 libraries.

Chicago Public Library: Borrowed seldom; lent 150 volumes.

Evansville Public Library: Borrowed 19 times; lent twice.

Hamilton College: Borrowed about 100 volumes; lent 33.

[1] Includes 2,964 volumes lent to 504 libraries outside of the District of Columbia (including loans to Canada, Germany, Italy, and Norway), and 17,078 to 178 libraries in the District of Columbia (including the libraries of governmental establishments, colleges, universities and professional schools, and privately endowed research institutes).

[2] Does not include books lent to libraries outside of Washington.

Indiana, University of: Borrowed 60 books in 1924; lent, September-November, 1924, 63 books.

Kansas City Public Library: Borrowed seldom; lent constantly to Missouri and Kansas universities and occasionally to small near-by libraries.

Kentucky, University of: Borrowed 15 or 20 times; lent somewhat less frequently.

North Carolina, University of: Borrowed 150 volumes from 7 libraries; loans are sent out by the extension department.

Oakland Free Library: Borrowed 495 volumes from the California State Library; lent infrequently, but are willing to lend freely on request.

Oberlin College: Borrowed about 50 times; lent about 25 times.

Pittsburgh, Carnegie Library of: Borrowed 44 books from Library of Congress; lent frequently.

San Diego Public Library: Books borrowed and books lent totaled 795 volumes.

Vassar College: Borrowed 122 volumes; lent about 8 or 10 times.

Wilmington Institute Free Library: Borrowed about 10 times; lent very seldom to libraries outside the state, but almost daily to special libraries in Wilmington and weekly to the University of Delaware.

Conditions of lending.—Practically all of the libraries reporting state that reference books, books of great value that would be hard to replace, and books in active demand, are not sent on inter-library loan. Beyond this, most libraries which are infrequently called upon for loans report no definite restrictions, as well as some libraries, such as Kansas City Public Library and the University of Arkansas, which lend freely to near-by small libraries. In general,

however, most of the libraries which have very frequent requests impose certain further restrictions, chief among which are the conditions that the requests shall be made by a library, and not by an individual; that the books shall be such as are not easily procurable; and, in many cases, that they shall be for purposes of research, rather than for casual reading or investigation or for the purposes of ordinary study.

The following are extracts from the printed statements of their regulations issued by several of the large libraries:

Boston Public Library: Loans under this system are more especially designed for other libraries of Massachusetts and New England, applications to be made on blanks furnished by the Boston Public Library.

The system is subject to the following limitations:—

1. The book asked for must be one out of the ordinary course—not such as it is the duty of the applicant library to supply.

2. It must be required for purpose of serious research.

3. Ordinarily, it must be a book which is not restricted to hall use.

4. It must be a book which may be spared, for the time being, without inconvenience to our local readers.

University of Chicago: 1. Books must, whenever practicable, be borrowed by a library, and the librarian in making application should state for whom the books are borrowed and for what purpose.

2. Application for a loan should be made in writing, addressed to the Director of the Libraries, University of Chicago, Chicago, Illinois, and must be signed by the librarian, or other like officer of the library requesting the loan.

3. The library to which the book is loaned assumes responsibility for the book, for any loss incurred, and for transportation both ways. The library receiving the book should immediately acknowledge its receipt by postal card.

4. Unless otherwise specially requested and transportation charges are paid in advance, books will be sent by express, collect. They must be returned prepaid, notice of shipment being also sent by postal card.

5. All loans must be approved by the library adviser of the library

to which the book belongs. The associate director is the library adviser of the general library.

6. Books so lent may as a rule be retained for a period not exceeding three weeks. This period may, on request of the borrower and with the approval of the library adviser of the library to which the book belongs, be extended to four weeks. Application for renewal of loan can be granted only in exceptional cases. It must be made in writing before the expiration of the period of original loan. The period of loan is reckoned from the day when the book is sent to the date of its return dispatch.

7. Students of the University of Chicago temporarily out of residence may borrow books for longer periods, in no case exceeding three months, but only on the written approval of the library adviser of the library to which the book belongs.

8. Non-resident borrowers of books should in no case expect to keep them at hand for occasional consultation, or as the basis of extended investigations or courses of study, but should immediately upon receipt of them make such notes or excerpts as they desire, and return the books as soon as this is done.

9. Not over four volumes can be lent to any borrower at one time.

10. Many books, being in constant demand at the University, or of exceptional value or rarity, cannot be lent for use outside the University.

11. Volumes, the loss of which would break a set or which it would be difficult to replace, cannot ordinarily be lent for use outside the University.

12. No work can be lent which, from its age, delicate texture, or fragile condition, is likely to be injured in transportation.

13. Scholars not in reach of a library may apply for a personal loan. Such loans, while cheerfully made to persons engaged in important work of research, are regarded as exceptional. To insure the University against loss, the applicant should accompany the application with a deposit of twice the value of the book or secure the written indorsement of the application by a member of the University who assumes full liability for any loss.

14. Readers are advised not to request the loan of current fiction, biography, books of travel, or textbooks. Such books can often be purchased for less or little more than the cost of correspondence and transportation.

15. The director has authority to modify these rules for special reasons. The University desires in all practicable ways to serve the needs of scholars, especially of eminent and mature scholars engaged in research or authorship.

Harvard University: 1. Books must be borrowed through a library, and the librarian in making application must state for whom the books are borrowed and for what purpose.

2. The borrowing library must assume complete responsibility for the books borrowed and for the expense of transportation both ways, and *is not at liberty to allow the books to be used outside its own building.*

3. Books may ordinarily be lent for one fortnight, but in some cases it may be necessary to restrict the loan to a shorter period. The period for which a book is lent is counted from the date it reaches the borrowing library to the date when it is sent back.

4. Not more than four volumes can be lent at one time for the use of a single borrower and loans may be renewed only in exceptional cases. Application for renewal must be made in advance of the book's becoming due.

5. Books of reference and, in general, such works as should be accessible in any good public library are not subject to loan.

6. Books will not be lent for class-room use; nor can the library undertake to furnish material for the investigations of students in other institutions.

7. Books that are blue-starred—that is, that are not to be taken from the library by local borrowers except under special permission —cannot ordinarily be lent to other libraries. This rule is likely to cover incunabula and sixteenth century publications, early Americana, special editions of all sorts, and in general any rare and costly book.

8. Volumes cannot be lent from large sets either difficult to replace or in frequent use, such as the publications of learned societies and periodicals.

9. No work may be lent which, from its age, delicate texture or fragile condition, is likely to suffer from transportation.

10. As a rule, it is expected that scholars living within a few hours' ride of Boston will be able to come to Cambridge to use the books which they most need here.

11. The receipt of books borrowed must be acknowledged at once, and when books are returned notice must be sent by mail at the same time. Promptness in this respect is necessary to permit of books being properly traced if they go astray. The neglect of these points, or carelessness in packing books, or in keeping them beyond the time specified for the loan, may be considered good ground for declining to lend in future.

John Crerar Library: 1. That the reason shall be something beside the convenience of the applicant. Residence outside of Cook County is the most commonly accepted reason, but within Cook County books are loaned for seminar use, for the photographing of plates, etc.

2. That the book shall be one not likely to be called for. This condition bars absolutely the loan of books shelved in the reading room, and in most cases current periodicals, though the latter, if in foreign languages, may be allowed to go for a few days. It also limits the number of volumes which can be loaned at one time.

3. That it shall be kept out but a short time. The maximum is two weeks from date of receipt and the librarian has no authority to extend any loan.

4. That a deposit of double the cost, or a satisfactory guarantee of its safe return shall be made. In the case of a public institution, a letter from the president of the board, making the institution responsible for the safe custody and prompt return of the books in good condition, and designating the official or officials whose requests shall be honored, is considered satisfactory.

5. That transportation both ways shall be paid by the borrower. Books must be returned by express prepaid or by registered mail and in either case, if required, a sufficient extra value must be declared and insured. They must be carefully protected against damage in transportation.

Note: No loans involving the use of the mails or express are made between December 15 and January 15.

Library of Congress: Under the system of inter-library loans the Library of Congress will lend certain books to other libraries for the use of investigators engaged in serious research. The loan will rest on the theory of a special service to scholarship which it is not

within the power or the duty of the local library to render. Its purpose is to aid research calculated to advance the boundaries of knowledge, by the loan of *unusual* books not readily accessible elsewhere.

The material lent can not include, therefore, books that should be in a local library, or that can be borrowed from a library (such as a state library) having a particular duty to the community from which the application comes; nor books that are in print and can easily be procured; nor books for the general reader, mere text-books, or popular manuals; nor books where the purpose is ordinary student or study club work, or for mere self-instruction. Loans to colleges and universities are customarily limited to books required by members of the faculty in their own investigations.

The loans can not include material which is in constant use at Washington, or whose loan would be an inconvenience to Congress, or to the Executive Departments of the Government, or to reference readers in the Library of Congress. These conditions would, as a rule, exclude from the loan system *genealogies, local histories, newspapers and periodicals.*

Material which by reasons of its size or its character requires expensive packing or high insurance can be sent only in exceptional cases.

Music is lent on the same conditions as books. Musical scores so lent, however, can not be used for public performances.

A library in borrowing a book is understood to hold itself responsible for the safe-keeping and return of the book at the expiration of 10 days from its receipt. An extension of the loan for a like period is granted, upon request, whenever feasible. The borrowing library is expected to apply to the material borrowed the same safeguards that it would apply to material of its own, requiring to be used only on its premises that which it would not itself lend for use outside. The borrowing library is also expected, in cases of loss or damage, to attend to the details of making replacements.

All expenses of carriage are to be met by the borrowing library. Books will be forwarded by express (charges collect)

The Library of Congress has no fund from which charges of carriage can be prepaid.

General observation: Subject to the limitations indicated above,

the Library of Congress welcomes applications for loans coming properly within the intent and purpose of the system. It must emphasize, however, that its ability to deal promptly and effectively with such requests will often depend upon the clearness and definiteness of the applications. Those requiring research to identify the material needed or to select items responsive to the need must yield precedence to specific requests for particular works.

The inter-library loan system is intended merely to complement the resources of the local library, but not to supply the major part of the material needed for any extended research. When a particular investigation involves the examination of a large group of books, the loan system should not be expected to meet the need.

New York Public Library: The Reference Department of the New York Public Library is frequently asked to lend books for outside use. These requests it must refuse, because the Reference Department is supported in the main from funds given with the understanding that books bought therefrom be used within the building. An explanation of the library's policy in this matter is given in the following extract:

Resolved: That the library committee shall, however, have power, in exceptional cases and in its discretion, to authorize the loan of a work in the reference library, but subject in all cases to the following conditions, viz.: Loans shall not be made to individuals, but only to institutions occupying fire-proof buildings in the city of New York. A borrowing institution must agree (1) to be absolutely responsible for the safety of every work thus lent to it, (2) not to permit any such work to be taken from its building, (3) to return every such work promptly on demand. In every case a separate application must be made to and passed upon by the committee, stating the title of the work, the particular purpose for which it is desired, and the probable duration of the loan.

PART III

State Legislation Concerning Public Libraries

Part III

STATE LEGISLATION CONCERNING PUBLIC LIBRARIES

In this chapter the term "public library" is used in its most common signification, with reference to free public circulating libraries which are supported mainly or entirely by taxation. Many public libraries, therefore, which are cited in other parts of the report, but which do not conform in all respects with this definition, are excluded from consideration in this chapter. State libraries, county law libraries, and other special types of library, public or semi-public, are also excluded. Legislation relating to school libraries, distinguished from the school district type of public library, will be considered in the third volume.

For the purpose of this chapter, public libraries are divided into three classes, according to the unit of support: municipal, school district, and county. The general significance of these terms is readily apparent, although they can not be fully or uniformly defined for all of the states because of the different interpretations which are attached to them in the laws of different states, and the varying degrees of differentiation between one unit, or one form of organization, and another. The term "municipal" is applied in this report to all free public libraries established under authority of law in a city, town, village, or any other unit which the law may specify (such as the borough or the fire district of the Connecticut law), other than the school district and the county.

The following table shows the states in which each of these units is recognized in library legislation. It will be

seen that legislation authorizing the establishment and maintenance of municipal public libraries, as that term is here defined, is in force in all of the states except Delaware, where the school district is the only unit now recognized as a basis for the establishment of public libraries.

An asterisk in this table signifies legislation which provides specifically and primarily, if not exclusively, for the designated form of organization. Three dashes signify that the state has no legislation relating to that form alone, but has laws which provide jointly for this and for other forms. "Con." signifies that the political unit referred to is authorized to enter into contract with an existing library for service, but that there is no legislation authorizing it to establish and maintain an independent library.

FORM OF ORGANIZATION

	Municipal	School District	County
Alabama	*		*
Arizona	*		
Arkansas	*		
California	*	*	*
Colorado	*	*	
Connecticut	*	— — —	
Delaware		*	
Florida	*		
Georgia	*		
Idaho	*	*	
Illinois	*		*
Indiana	*		*
Iowa	*	Con.	Con.
Kansas	*		*
Kentucky	*		*
Louisiana	*		— — —
Maine	*		
Maryland	*		*

	Municipal	School District	County
Massachusetts	*		
Michigan	*	*	*
Minnesota	*		*
Mississippi	*		*
Missouri	*		*
Montana	*		*
Nebraska	*	Con.	*
Nevada	*	———	*
New Hampshire	*		
New Jersey	*		*
New Mexico	*		*
New York	*	———	*
North Carolina	*		Con.
North Dakota	*		
Ohio	*	*	*
Oklahoma	*		
Oregon	*	Con.	*
Pennsylvania	*	*	*
Rhode Island	*		
South Carolina	*		*
South Dakota	*		*
Tennessee	*		*
Texas	*		*
Utah	*		*
Vermont	*		
Virginia	*		*
Washington	*	———	
West Virginia	*		———
Wisconsin	*		*
Wyoming	*		*

It has not been possible for the *Survey* to make a study of all phases of library legislation. The following pages cover only the most fundamental parts of the laws of the various states relating to the first essentials of library establishment, maintenance, and administration: that is, the methods where-

by communities are authorized to establish public libraries; the principal provisions for their financial support; and the organization of the board of trustees or other administrative body. Even in this field the material presented here is by no means complete. Special legislation affecting only individual libraries or individual municipalities is not included. Many detailed provisions of the general library laws are also omitted: such, for instance, as the routine prescribed for the conduct of elections, to authorize the establishment of libraries; provisions relating to bond issues for the construction of buildings or other purposes; and very many other questions which would have to be considered in a complete study of library legislation.

The following pages contain, first, a summary of the most essential provisions of the laws in the field covered, presented in a topical arrangement. This general summary is followed (pages 265-342) by brief abstracts of the most essential provisions, arranged by states.

SUMMARIES

I. MUNICIPAL LIBRARIES

The legal provisions whereby municipalities (exclusive of counties and school districts) are authorized to establish and maintain public libraries vary from brief statements conferring this authority, without prescribing the method which shall or may be followed, and sometimes without limiting the amount of money which may be spent for the library from public funds, to laws which make very specific provision concerning method of establishment, financial support, and administrative control.

METHODS OF ESTABLISHMENT

In some states the same law confers authority to establish

libraries on all or various classes of municipality, and in others there are separate laws, or separate provisions of a law, relating to different classes. Thus in Connecticut one law relates to "any town, city, borough, fire district, or incorporated school district"; in Louisiana the same law covers "any parish, city, town, village, or political subdivision" of the state, of not more than 100,000 inhabitants; in New York the same law authorizes establishment in "any county, city, village, town, school district, or other body authorized to levy and collect taxes." Separate provision is made for municipalities of different classes in California, Illinois, Indiana, Kansas, Kentucky, Maryland, Michigan, Missouri, Ohio, Tennessee, Utah, and Wisconsin.

In several states the power to establish libraries is given only to municipalities of certain classes; in Arkansas, to cities of the first and second class; in Kansas, to any city, and to any township of more than 1,000 inhabitants; in Michigan, to any incorporated city, and to any incorporated village or township of not more than 10,000 population; in Mississippi, to cities and towns, but not villages; in North Dakota, to any city of not over 50,000 population, and any village or township of more than 400 inhabitants; in Oklahoma, to cities of the first class; in Tennessee, to any incorporated city, and to any incorporated town of less than 20,000 people.

Five different methods of establishment can be distinguished in the laws of the various states: (1) authority to establish conferred on the city council, or other legislative body (referred to in this report as "the governing body"); (2) authority conferred on the legislative body, and establishment made mandatory if this body does not take action on its own initiative; (3) establishment authorized on petition of a specified number or a specified per-

centage of the legal voters or of the taxpayers; (4) establishment authorized on petition and a favorable vote at an election; (5) establishment authorized after favorable vote at an election or at a meeting of the electors, without a petition. In some states the same method is prescribed for all municipalities which are authorized to maintain public libraries, and in other states different methods are prescribed for municipalities of different classes.

Establishment by governing body.—This method is prescribed by law in the following states, for all municipalities in which library establishment is authorized, and there is no provision for action by the people: Arizona, Colorado, Georgia, Idaho, Mississippi, Oklahoma, Oregon, Texas, Virginia.

In Alabama, Arkansas, Iowa, and Wisconsin the law authorizes establishment in certain specified classes of municipality without specifically conferring this power on the governing body, but without stipulating that the question shall be submitted to vote of the people.

In Wyoming power to aid in library maintenance is vested in the city council in any incorporated cities or towns of more than 5,000 inhabitants which receive by donation buildings to be used as public libraries, which are maintained and kept in repair by the county in which they are situated. In this event the municipality is authorized to make an appropriation of such amount as the council may consider advisable for a part of the expense of maintaining such building.

Establishment made mandatory.—In the following states establishment by the municipal governing body is authorized, in all municipalities to which the law refers, without action by the people, and becomes mandatory under certain conditions.

Indiana: Becomes mandatory in cities and incorporated towns on subscription by the taxpayers of a certain amount of money, and in townships on petition of fifty voters and a majority vote at an election.

Minnesota: Becomes mandatory on petition of fifty freeholders and a two-thirds vote in favor.

New York: Establishment is authorized, either by action of the governing body or by majority vote at an election or at a meeting of the electors. The question must be submitted at an election on petition of twenty-five taxpayers.

Pennsylvania: Becomes mandatory on petition of three per cent. of the voters and a majority vote in favor. The municipal authorities may submit the question to the people without a petition.

Establishment on petition.—In Louisiana authority to establish a library is vested in the governing authority of any political subdivision of the state of not more than 100,000 inhabitants after a petition has been filed by not less than twenty-five citizens, provided a written protest is not filed by an equal or a greater number of citizens. Such petition, however, does not make establishment mandatory.

Establishment on petition and election.—Establishment is authorized only on petition and election in the following states:

Kansas: In cities on petition of twenty-five per cent. of the resident taxpayers and a majority vote in favor; in townships of more than 1,000 inhabitants on petition of fifty taxpayers and a majority vote in favor.

North Carolina: On petition of twenty-five per cent. of the registered voters and a majority vote in favor.

South Carolina: On petition of one-fourth of the freeholders and a majority vote in favor.

South Dakota: On petition of five per cent. of the voters and a majority vote in favor.

Washington: Authorized by a majority vote at any election. The question shall be submitted to the voters on petition of twenty-five taxpayers.

Establishment only on election.—In the following states the only method whereby establishment of libraries is authorized is by vote of the people, either at a general or a special election or at town meeting.

Florida: Election may be called by the city or town council whenever it deems it advisable. Establishment becomes mandatory if a majority of the registered voters vote in favor.

Maine: Establishment is authorized in any town under such regulations as the inhabitants from time to time prescribe.

Montana: Establishment is mandatory after the city or town council has submitted the question to the voters at an annual or a special election if a majority vote is cast in favor.

New Hampshire: The selectmen in each town are required to assess annually a certain amount for library maintenance, and a greater amount may be assessed by vote of the people. In towns where there is no town library the money so raised shall be held by the library trustees whom every town is required to elect, until such time as the town may vote to establish a library.

New Jersey: A library may be established whenever it has been authorized by a majority of the legal voters at a general or special election.

New Mexico: The law provides that establishment by the council or trustees is authorized in any city or incorporated town and an appropriation may be made annually. When the people of the city or town have voted to levy an annual tax or appropriation, the question need not again be submitted to the people except on petition of 100 resident taxpay-

ers asking for the increase, decrease, or discontinuance of such levy or appropriation.

North Dakota: Establishment is authorized on a majority vote at any general election in any city of not over 50,000 population and in any village or township of more than 400 inhabitants.

Rhode Island: Establishment is authorized in any town or city by a majority vote at any meeting for the election of town officers or members of the city council.

Vermont: A town or incorporated village may establish a library and may appropriate such sums as may be voted at the annual meeting.

West Virginia: Establishment is mandatory on a majority vote at any election. The question may be submitted at any election by the municipal authorities without petition and must be submitted on petition of twenty per cent. of the qualified resident voters.

Various methods for different municipalities.—In the following states the law prescribes different methods whereby libraries may be established for different classes of municipality.

California: Incorporated cities and towns—establishment by legislative body is authorized; mandatory on petition of one-fourth of the electors. Unincorporated towns and villages—mandatory on petition of fifty or more taxpayers and residents and a majority vote in favor.

Connecticut: One section of the law authorizes establishment in any town, city, borough, fire district or incorporated school district. Another section authorizes establishment by the city council in any city. Another section makes establishment mandatory in any town or borough on petition of fifty legal voters and a majority vote at the next annual election.

Illinois: Incorporated cities—establishment by the city council authorized. Incorporated towns, villages or townships—establishment mandatory on petition of fifty voters and a majority vote at any election.

Kentucky: Cities of the first class—establishment by the council is authorized. Cities of the second class—establishment mandatory whenever $20,000 has accumulated for the purpose. Cities or towns of the third, fourth, fifth or sixth class—establishment by the governing body authorized and becomes mandatory on subscription of a certain amount of money.

Maryland: Incorporated municipalities—establishment by the governing body authorized. Election districts—establishment mandatory on petition of a majority of the voters.

Massachusetts: Establishment is authorized in any town under regulations prescribed by the city council or by the town. Appropriations may be made by any town at town meeting and in cities by the city council.

Michigan: Incorporated cities—establishment by the city council authorized. Incorporated villages and townships—establishment mandatory, if population is not over 10,000, on petition of fifty voters and a majority vote at the next annual election.

Missouri: Incorporated cities—establishment mandatory on petition of 100 taxpaying voters and a majority vote at an election. Cities of the second class—establishment permitted when authorized by vote of a majority of the registered voters of the city. Incorporated villages and townships—establishment mandatory on petition of fifty legal voters and a majority vote at an election.

Nebraska: Establishment authorized in any city, incorporated village, or county, by the governing body; in any township by the electors at their annual town meeting.

Nevada: Establishment authorized in any city by the city

council; establishment mandatory in any city, unincorporated town, or school district, by the board of county commissioners of the county in which the city, town, or district is situated, on petition of a majority of the taxpayers or of taxpayers "representing a majority of the taxable property."

Ohio: Municipal corporations—establishment by the city council authorized. Townships—establishment authorized on petition of twenty electors and a majority vote in favor.

Tennessee—Establishment by the mayor and council is authorized in any municipal corporation or taxing district. In incorporated towns of less than 20,000 people, establishment is authorized, but apparently not mandatory, on petition of twenty or more taxpayers, after which the question may be submitted to the voters at an election. If a majority of the voters vote in favor, the authorities are authorized to levy not over $500 for a library.

Utah: Cities of the first class—establishment mandatory on petition of at least 1,000 qualified voters and property taxpayers. Cities of the second class—establishment mandatory on petition of at least 250 qualified voters and property taxpayers, residents of the city. Cities of the third class and incorporated towns—establishment of a library or of a library and gymnasium is mandatory on petition of ten per cent. of the voters and a majority vote of the property taxpayers voting at a special election.

Petition and election requirements.—When petitions are required the signers must be legal voters in Connecticut, Illinois, Indiana, Maryland, Michigan, North Carolina, Ohio, Pennsylvania, and South Dakota. Taxpayers are specified in Nevada, New York, Tennessee and Washington; taxpayers and residents in California and in Kansas; and taxpaying voters in Utah. Missouri requires legal voters in villages and townships and taxpaying voters in cities.

Louisiana requires "citizens," and Minnesota and South Carolina, "freeholders."

The number of signatures required varies from twenty in Ohio townships and in Tennessee towns, to 1,000 in first class cities in Utah. Percentage requirements vary from three per cent. in Pennsylvania to twenty-five per cent. in Kansas and North Carolina or a majority as in Maryland and Nevada.

Dis-establishment.—Definite provisions for discontinuing a tax levy or appropriation which a municipality has authorized for a library are made in Connecticut, Illinois, Indiana, Missouri, New Mexico, New York, Oregon, South Carolina, and Washington. In New Mexico the tax may be discontinued on petition and by vote of the people; in Oregon by vote of the body which established the library, at two consecutive annual meetings or at two meetings held at intervals of at least twelve months; in Washington by a majority vote of the people at a regular annual election, ratified by a majority vote at the next annual election. In the other states mentioned the requirement is a majority vote at a regular election. In California the law provides definitely for the dis-establishment of a library in any incorporated city or town on petition of 51 per cent. of the electors, and in any incorporated town or village by a vote of two-thirds of the electors.

Contract establishment.—Laws permitting municipalities to enter into contracts for library service from an existing library, in lieu of establishing a separate library, are found in California, Indiana, Iowa, Kentucky, Maine, Michigan, Minnesota, New York, North Carolina, Ohio, Oregon, Pennsylvania, and Washington.

Joint establishment.—Laws permitting two or more adjacent communities to unite in the joint establishment of a library are found in Indiana, Maine, New Jersey and

Pennsylvania. In Iowa a city or town in which a college or university is located is authorized to establish a public library jointly with such college or university.

FINANCIAL SUPPORT

In the following states authority is conferred either on all municipalities in which establishment of libraries is authorized, or on municipalities of the classes specified below, to levy a tax or to make appropriations annually for the maintenance of public libraries, but no maximum limit is set to the amount of such levy or appropriation.

California (in unincorporated towns and villages the tax shall be "sufficient in amount to maintain the library"); Georgia; Kentucky (cities of the second class); Louisiana; Maine (former restrictions were removed by amendments adopted in 1925); Massachusetts; New Hampshire; Ohio (the only limitation in cities is that the tax must come within the general tax limitations); Oregon; Texas; Vermont (for establishment an appropriation must not exceed three dollars for each ratable poll and thereafter, for maintenance, such amount may be appropriated as the town or village may vote); Washington (except in towns); Wisconsin.

In Alabama and in Mississippi cities and towns are authorized to establish and maintain libraries but there is no provision concerning method or amount of financial support. For Wyoming see page 238. In the other states mentioned the amount is left to the decision of the municipal authorities or, as in Maine, Massachusetts, and Vermont, to vote of the people.

Maximum tax levy.—In most states the annual levy or appropriation must not exceed a certain amount. This amount is fixed at one-half mill in Arkansas; at one mill in Colorado, Indiana, Michigan, New Jersey, New Mexico, Ohio

(in townships) and Virginia; two mills in Florida, Idaho, Oklahoma, Pennsylvania, South Carolina, South Dakota; four mills in North Dakota; five mills in Iowa and Nebraska.

In the following states the amount of levy fixed as a maximum differs in municipalities of different classes.

Arizona: One-half mill if the population is over 5,000, one mill if less than 5,000.

California: Incorporated cities and towns of the first, second, and third classes, two mills; fourth, fifth, and sixth classes, three mills.

Connecticut: Cities, one and one-half mills; towns and boroughs, three mills.

Illinois: One and eight-tenths mills; in cities of more than 100,000 inhabitants, one mill for maintenance and two-tenths of one mill annually for sites and buildings.

Kansas: Cities of less than 40,000 population, one mill; 40,000 or more population one-fourth of one mill; townships, three mills.

Kentucky: Cities of the first class, four cents on each $100; cities of the second class, no maximum provided; cities and towns of the third, fourth, fifth, and sixth classes, one mill.

Minnesota: Cities of the first class, one mill; villages and cities of the second, third and fourth classes, three mills.

Missouri: Incorporated cities of less than 100,000 population, two mills; of 100,000 population or over, two-fifths of one mill; incorporated villages and townships, two mills.

Montana: From two to three mills, depending on the assessed valuation of the city or town.

New York: One to two mills, depending on the assessed valuation.

Tennessee: Incorporated cities, five cents on each $100; incorporated towns of less than 20,000 people, an amount not exceeding $500.

Utah: First class cities, two-thirds of one mill; second class cities, one mill; third class cities or towns, two mills for a library, or two and one-half mills for a library and gymnasium.

Other maximum limitations are set as follows: Maryland, seven cents on each $100; Nevada, ten cents on each $100; North Carolina, ten cents on each $100 and thirty cents on the poll; Rhode Island, for establishment twenty-five cents on each $100 of ratable property, for later maintenance thirty cents on each $1,000; West Virginia, one and one-half cents on each $100.

Minimum tax levy.—A minimum amount is fixed by law in the following states.

Colorado: Cities of over 100,000 population, one-fourth of one mill.

Indiana: Townships, five-tenths of one mill.

Kentucky: Cities of the first class, two and one half cents on each $100 of taxable property; cities of the second class, an appropriation of $5,000.

Missouri: Cities of the first class, $55,000.

Nevada: For the first levy five cents on each $100.

New Hampshire: Thirty dollars for every dollar of public taxes apportioned to the town.

New Jersey: One-third of one mill.

Utah: Cities of the first class, one-third of one mill.

Tax rate determined by library board.—In the following states the board of library trustees or directors is authorized to determine the amount of tax to be levied, within the maximum limit fixed by the law, and the assessment of such tax is mandatory: Indiana, in cities and incorporated towns; Kansas, in cities; Kentucky, in cities and towns of the third, fourth, fifth or sixth class; Michigan, in incorporated villages and townships; South Carolina; South Dakota. In Oregon the law provides that the library board shall an-

nually file a budget containing an estimate of the amount of money necessary for the ensuing year, but does not state that the assessment of this amount is compulsory.

A state law in Iowa providing that the rate of levy shall be determined by the board of library trustees and that the council shall make the levy accordingly, has been held by the Supreme Court of the state to be unconstitutional. (See *Library Journal,* 46:109.)

ADMINISTRATIVE CONTROL

No provision for a library board is made by the state laws in the following states: Alabama; Arkansas; Massachusetts (in cities); Mississippi; New Mexico; Tennessee (in incorporated towns); Virginia; and Wyoming.

In Kansas, township libraries are under the control of the township advisory board; in Texas the city or town council is given power to adopt rules and regulations for the proper management of the public library; in Maine there are no provisions except that establishment is authorized under such regulations for its government as the inhabitants from time to time prescribe.

With the above exceptions the laws make provision for the appointment or election of a board of trustees or directors. In Colorado the first board, after establishment of a library, is appointed by the mayor with the approval of the city council or the board of town trustees; thereafter new members are elected by the remaining members of the board. In a few states the board is elected by the people but the most usual method is appointment, either by the mayor or other chief executive of the municipality or by the city council or other legislative body.

In the following states appointments are made by the mayor, or some other designated official, in all municipalities or in the classes of municipality specified below.

California, incorporated cities and towns; Connecticut, cities; Illinois, incorporated cities and in villages that are under commission government; Indiana, in townships (appointed by the judge of the circuit court); Iowa; Kansas, cities; Kentucky; Michigan, incorporated cities; Minnesota; Missouri, incorporated cities; Montana; New Jersey; New York, in cities; Ohio, municipal corporations; Oklahoma; Oregon; South Dakota; Tennessee, incorporated cities; Utah; Washington, cities and incorporated towns; West Virginia; Wisconsin.

In all of the above appointments are subject to confirmation by the city council or corresponding body except in Indiana; Kentucky; New Jersey; Ohio; first and second class cities in Utah; West Virginia; and first class cities in Wisconsin.

In the following cities appointments are made by the council or corresponding body: Arizona; Florida; Georgia; Idaho; Louisiana; Maryland; Nebraska; New York, counties, villages and towns; North Carolina; Ohio, in townships; Pennsylvania; Rhode Island and South Carolina. In Nevada, where a library in any city, unincorporated town, or school district, is established by the board of county commissioners of the county in which the city, town, or district is situated, the library board is appointed by the board of trustees of the school district. In North Dakota the library board in any city or village is appointed by the board of education or the school board, and in a township by the board of township supervisors. In Indiana the library board consists of seven members, three appointed by the judge of the circuit court of the county in which the city or town is situated, two by the common council of the city or town, and two by the board of school trustees; in case the township levies a specified tax the township trustee becomes a member *ex officio* and one resident of the township is ap-

pointed by the judge of the circuit court as an additional member

The board is elected by the people in the following states: California, in unincorporated towns and villages (after the first board has been appointed by the county board of supervisors); Connecticut, except in cities; Illinois, incorporated towns, villages, and townships, except in villages under commission government; Massachusetts, in towns; Michigan, incorporated villages or townships; Missouri, incorporated villages or townships; New Hampshire; Vermont, Washington, in villages and towns.

Number of board members.—The following table shows the number of members (including *ex officio* members) which the law in each state prescribes shall constitute the library board. When a state is represented by an asterisk in more than one column, it signifies that the provisions are different for different classes of municipality.

	3	4	5	6	7	8	9	12
Alabama	No provision for library board							
Arizona				*			*	
Arkansas	No provision for library board							
California	*		*					
Colorado					*			
Connecticut	Nine in cities; otherwise a number divisible by three							
Delaware	See School District Libraries							
Florida			*					
Georgia	Number not specified							
Idaho			*					
Illinois				*			*	
Indiana	*				*		*	
Iowa			*		*		*	
Kansas							*	
Kentucky			*		*			*
Louisiana	Not less than five nor more than seven							
Maine	No provision for library board							

	3	4	5	6	7	8	9	12
Maryland							*	
Massachusetts	In towns, any number divisible by three							
Michigan				*			*	
Minnesota							*	
Mississippi	No provision for library board							
Missouri				*			*	
Montana	Number prescribed by city or town ordinance							
Nebraska			*					
Nevada	*							
New Hampshire	Any number divisible by three							
New Jersey					*			
New Mexico	No provisions for library board							
New York			*					
North Carolina				*				
North Dakota			*					
Ohio	*			*				
Oklahoma				*				
Oregon			*					
Pennsylvania	Not less than five nor more than seven							
Rhode Island	Not less than three nor more than seven							
South Carolina			*					
South Dakota			*					
Tennessee							*	
Texas	Under control of city or town council							
Utah				*			*	
Vermont			*					
Virginia	No provisions for library board							
Washington	Five unless a larger number is voted							
West Virginia					*			
Wisconsin		*		*		*	*	
Wyoming	No provision for library board							

Length of term.—The following table shows in the same way the length of term of board members, following the appointment of members of the first board. States listed above as having no library board are omitted from this table.

	Number of years			
	3	4	5	6
Arizona	*			
California	*			
Colorado				
Connecticut	*			*
Florida			*	
Georgia	Not specified			
Idaho	*			
Illinois	*			
Indiana	*	*		
Iowa			*	*
Kansas		*		
Kentucky		*		
Louisiana				*
Maryland				*
Massachusetts	*			
Michigan	*			
Minnesota	*			
Missouri	*			
Montana	Not specified			
Nebraska			*	
Nevada	*			
New Hampshire	*			
New Jersey			*	
New York			*	
North Carolina				*
North Dakota	*			
Ohio		*		
Oklahoma	*			
Oregon		*		
Pennsylvania	*			
Rhode Island	*			
South Carolina	From two to ten years			
South Dakota	*			
Tennessee	*			
Utah	*			*
Vermont			*	
Washington			*	

	2	3	4	5	6
West Virginia		*			
Wisconsin		*	*		

Qualifications for appointment.—The usual qualifications required for members of the library board of trustees are that they shall be citizens of the municipality in which the library is situated. Beyond this, different requirements are made in some states, and in some the requirements are different for municipalities of different classes. In Kentucky, for instance, in cities of the first class the appointees must be taxpayers and qualified voters and must have resided in the city for two years prior to appointment; in cities of the second class not more than four members shall be of the same political party, two members shall be women and five members shall be men; the members shall be citizens and housekeepers of the city and not less than thirty years of age; in cities and towns of the third, fourth, fifth or sixth class, at least two members shall be women.

Provision that appointees may be either men or women are found in some or all of the municipal library laws of the following states: California, in incorporated cities and towns; Iowa; Massachusetts, in towns; Ohio, in cities; Washington; West Virginia; Wisconsin, in cities of the second, third or fourth class, in villages, towns, and counties. The North Dakota law provides that a board shall be appointed, from citizens of both sexes.

That some of the members shall be women is required in Indiana; Kentucky, in cities of the second class and in cities or towns of the third, fourth, fifth or sixth class; South Dakota.

Not more than a certain number of members of the board may belong to the same political party in the following states: Kentucky, in cities of the second class; Missouri,

cities of over 300,000 population; Ohio, in cities; and Tennessee.

A minimum age limit is fixed in Indiana, in cities and incorporated towns, where appointees shall not be less than twenty-five years of age, and in Kentucky, in cities of the second class, where they shall be not less than thirty years of age.

Residence for at least two years is required in Indiana in cities and towns, and in first class cities in Kentucky.

Some officer of the school system is *ex officio* a member of the library board in the following states: New Jersey, North Dakota (either a member of the board of education or school board or one member of the township board of supervisors), West Virginia, and Wisconsin (both the president of the school board and the city superintendent of schools). In South Carolina, on the other hand, the law provides that no school trustees shall be eligible for appointment.

Some member of the municipal government is *ex officio* a member of the library board in the following states: Colorado, where the mayor is *ex officio* a member and president; New Jersey, the mayor or the chairman of the governing body; Kentucky, in cities of the second class, the mayor, and in case the county contributes annually to the maintenance of the library, the presiding judge of the county court. In Kansas the mayor is *ex officio* a member but the law provides that no other city official shall be a member. In Wisconsin, in cities of the first class, three of the seven appointive members shall be chosen from the aldermen.

No member of the municipal government is eligible for appointment to the library board in Florida; Missouri, in incorporated cities; Nebraska; New York; and Tennessee.

In the following states it is provided that not more than one member of the city council or corresponding body shall

be eligible for appointment to the library board. Colorado; Connecticut, in cities; Idaho; Illinois, incorporated cities; Michigan, incorporated cities; Minnesota; North Carolina; South Dakota; Utah, first and second class cities; Wisconsin, in cities of the second, third, or fourth class, in villages, towns and counties.

II. SCHOOL DISTRICT PUBLIC LIBRARIES

In the laws of many states provision is made for school libraries which shall be open for use by all residents of the district, as well as for the teachers and pupils. Hence many school libraries are public libraries, as they are often designated in the law, in so far as they are able so to function, and in many small communities such libraries offer the only available form of free library service; yet in all respects—administration, resources, and service—they are essentially school libraries rather than public libraries. A report on legislation governing school libraries, including libraries of this semi-public type, will be given in the third volume in connection with the report on school library organization and service. The report here presented relates only to the school district type of public library. This may be defined as a library which is established and maintained under the control of a school district, is supported by a tax levy on the property of the district or an appropriation from the general funds of the district, and serves all the residents of the district. In purpose and in effect such a library is altogether similar to the municipal public library, except for the fact that the school district, rather than the city, town, township, or other political division, is the unit of support and service.

In a few cases there may be room for doubt whether the libraries authorized by law should be classed as school dis-

trict public libraries, under the definition given above, or as school libraries which give some public service. Discussion of several such laws is deferred to the third volume.

In Connecticut, Nevada, New York, and Washington, provision is made for school district public libraries in the same laws which make provision for the establishment of libraries in cities, towns, or other forms of municipality, and there are no separate laws relating to the school district type alone.

In Iowa, Nebraska, and Oregon, provision is made whereby school districts may obtain public library service by contract with an existing free public library, but there is no provision for the establishment of independent school district libraries.

In California (union high school districts), Colorado, Delaware, Idaho, Michigan, Ohio, and Pennsylvania, the school district type of public library is recognized by laws relating to this type alone; in Delaware this is the only type of public library for the establishment of which provision is now made.

In Indiana provision is made for libraries under the control of the school board in all cities and incorporated towns provided there is no public library already established therein. Here, however, the city or town and not the school district is the unit. New Mexico has a law authorizing the establishment of what might be considered school district libraries, but the county, not the school district, is the unit of service (see page 329).

Method of establishment.—Establishment by the school board of the district is authorized in Colorado, Ohio, and Pennsylvania, without action by the people. There are no mandatory provisions.

A petition and an election are required in California, Delaware, and Idaho. In California a petition of fifty or

more taxpayers and residents is required, followed by a two-thirds vote in favor; in Delaware a petition of a number of electors which varies according to the size of the district, followed by a majority vote in favor; in Idaho, in any school district in which there is no incorporated town or village, a petition of twenty electors and a majority vote. In Delaware an alternative is provided permitting establishment if a specified sum is donated or guaranteed.

A vote of the people is required in Michigan, where any school district may establish a library by a majority vote at any meeting. Any township or city may establish a library, which shall be under the control of either the township board of the township or the board of education of the city or village. Any such library may be transferred to the school district. When any township has been organized as a township school district, the control of the township library shall pass from the township board to the board of education of the township.

Two or more school districts are authorized to unite for establishment and maintenance of a library in Pennsylvania, and in Delaware on petition of five qualified voters in any district and a majority vote at an election.

Definite provision for dis-establishment of a school district library is made in California, where a two-thirds vote of the qualified electors is required.

Financial Support.—In California, Michigan, and Nebraska, the law provides neither a minimum nor a maximum amount which may be raised either by tax or appropriation.

In Colorado the maximum amount is one-tenth of one mill; in Idaho, Iowa and Pennsylvania, one mill; in Ohio, one and one-half mills.

In Delaware the law names both a minimum and a maximum, varying, according to the size of the district, from a

minimum of $500 and a maximum of $1,000 in districts of the first class to a minimum of $25 and a maximum of $75 in districts of the seventh class. The amount to be raised within these limits shall be determined by ballot. In Michigan also the voters determine the amount of the tax.

Control.—School district libraries are under the control of the district board of trustees in California and in Colorado; in Michigan either under the board of education or the township board; in Pennsylvania under the school board or a separate library board to be chosen by them, as the board may determine. If a separate library board is chosen it shall consist of five members chosen by the board of school directors for terms of five years, with the president of the board of school directors and the district superintendent or the vice-president of the board of school directors members *ex officiis.*

In Idaho and Ohio a separate library board is chosen by the school board. In Delaware the first board is appointed by the board of education or the school board, and thereafter members are elected by the people.

The number of members is five in Idaho, seven in Ohio and Pennsylvania, and from three to nine in Delaware, according to the size of the district. The length of term is three years in Delaware and Idaho, five in Pennsylvania, and seven in Ohio.

Members of the board of education or school board are eligible for membership on the library board in Delaware, and in Pennsylvania, as stated above, two school officials are members *ex officiis.* In Ohio no-one is eligible for membership who is or has been for a year previous a member or officer of the board of education.

The Delaware law provides that persons of either sex are eligible.

III. COUNTY LIBRARIES

Laws permitting the establishment of county libraries are found in twenty-eight states; also in Louisiana and West Virginia in connection with the laws authorizing establishment in various classes of municipality, though in neither state is the county specifically mentioned; in Iowa and North Carolina counties are authorized to contract for service from existing libraries; making a total of thirty-two states in which county library service in some form is authorized by the library legislation. In several other states, including Arkansas, Georgia, Oklahoma, and Washington, some county libraries are maintained under general laws conferring certain powers on the county authorities.

Method of Establishment.—Establishment by the governing board of the county is authorized without action by the people in Alabama, California, Indiana, Iowa (by contract), Maryland, Michigan, Minnesota, Mississippi, Nevada, New Mexico (by the school budget commissioners on request of either the governing body of a municipal school district or of the county board of education), New York, North Carolina (by contract), Oregon, Pennsylvania, Tennessee, Texas, Utah, Virginia, Wisconsin; also in Wyoming when the commissioners have received guarantee that a suitable place will be furnished for the library as a condition precedent to their own action, in which event establishment becomes mandatory. In Indiana establishment is authorized only in counties in which there is no free public tax-supported library.

In Ohio establishment of county libraries is authorized by action of the county commissioners when a bequest or a gift is available or by contract with an existing library. Libraries of this type are being superseded by the county

district libraries authorized by a later law which requires action by the people.

Establishment becomes mandatory under certain conditions in the following states: Indiana, on petition of twenty-five resident freeholders of each township not already taxed for library purposes; Minnesota, on petition of 100 freeholders and a majority vote at an election; New York, by a majority vote at an election which must be held on petition of twenty-five taxpayers; Pennsylvania, by majority vote at an election which must be held on petition of three per cent. of the voters; in Texas, on petition of a majority of the voters of the part of the county which will be affected, outside of cities and towns maintaining public libraries which do not elect to become a part of the county library system; Utah, on petition of ten per cent. of the taxpayers of the county, outside of cities having more than 20,000 population.

Establishment on petition.—In the following states establishment is authorized only after a petition has been filed: Kentucky, in any county in which there is no tax-supported public library, on petition of twenty-five resident freeholders of each magisterial district not already taxed for library purposes; Montana, on petition of not less than twenty per cent. of the resident taxpayers, at least half of whom shall reside outside of the county seat; South Dakota, on petition of forty per cent. of the legal voters in at least sixty per cent. of the taxing districts of the county. Only in South Dakota does the law specifically make establishment mandatory after such petition.

Establishment on petition and election.—Establishment is mandatory in Illinois, on petition of 100 legal voters and a majority vote in favor; in Kansas on petition of ten per cent. of the taxpayers and a majority vote in favor, in cities

and townships not already maintaining a tax-supported library; in Missouri on petition of 100 taxpaying citizens outside of cities and towns maintaining a public library and a majority vote; in New Jersey, on petition of 300 qualified voters and a majority vote; in Ohio, on petition of ten per cent. of the electors and a majority vote; in South Carolina, on petition of one-fourth of the electors and a majority vote.

Establishment on election.—In Nebraska establishment is authorized only after the question has been submitted to the voters and a majority vote is cast in favor.

Financial support.—No definite amount is stipulated either as a minimum or a maximum in Louisiana, New Mexico, North Carolina, Oregon, Virginia, and Wisconsin.

A maximum is fixed in the following states: One-half mill in Kansas, Michigan, South Dakota, and Wyoming; one mill in California, Indiana, Iowa, Kentucky, Minnesota, Montana, New York, Ohio, Tennessee, and Utah; one and one-third mills in Illinois; two mills in Missouri, Pennsylvania, and South Carolina; five mills in Nebraska. In Maryland and in Texas the maximum is five cents on each $100, and in West Virginia one and one-half cents on each $100. A definite amount of money is fixed in Alabama ($5,000, or $10,000 if the population is over 150,000); Mississippi ($300 in any county, and $3,000 in certain counties), and Nevada ($1,500).

In addition to a maximum a minimum limit is established in the following states: Indiana, one-tenth of one mill; Kentucky, five-tenths of one mill; New York, one-third of one mill, or one-half of one mill if the assessed valuation is less than $100,000,000; Ohio, two-tenths of one mill; Pennsylvania (conditionally), one-half of one mill; Wyoming, one-eighth of one mill. In New Jersey there is a minimum of one-fifth of one mill, but no maximum.

Within the limits prescribed by law the library board is authorized to determine the tax rate in Indiana, Kansas, Kentucky, Ohio, South Carolina, South Dakota, and Utah.

Control.—No provisions for control are made in the Mississippi law.

In California, Montana, and Texas no separate library board is appointed and the library is under the supervision of the board of supervisors or other governing board of the county; in New Mexico under the governing body of a municipal school district (for service to the county) or the county board of education.

In all the other states a library board is appointed by the county governing board or, as in Indiana, Kentucky, and Ohio, by various county officials or bodies.

The number of members prescribed for the library board is as follows: Three in Kansas, Nevada, and Wyoming; four in Wisconsin; five in Alabama, Illinois, Louisiana (five to seven), Michigan, Minnesota, Missouri, Nebraska, New Jersey, New York, Ohio, Oregon, Pennsylvania (five to seven), South Carolina, South Dakota, Utah, and Virginia; seven in Kentucky and West Virginia; eight in Tennessee; nine in Indiana and Maryland.

The length of terms is as follows: two years in Indiana and from two to ten years in South Carolina; three years in Kansas, Kentucky, Minnesota, Nevada, Pennsylvania, South Dakota, Utah, West Virginia, Wisconsin, and Wyoming; four years in Michigan, Missouri, Oregon, Tennessee, and Virginia; five years in Illinois, Nebraska, New Jersey, New York, and Ohio; six years in Louisiana and Maryland; not specified in Alabama.

Indiana, Kentucky, South Dakota, and Tennessee stipulate that some of the members shall be women. In Kansas and Nebraska no member of the county governing board and in South Dakota and Wisconsin not more than one member

is eligible for appointment to the library board; in South Carolina no school trustee is eligible. In Alabama, Tennessee, and Utah one or more county officials are members of the board *ex officio,* and in Alabama, Michigan, Missouri, Tennessee, and West Virginia, either the county superintendent of education or some other school official.

Service area.—In Minnesota, Nebraska, Ohio, and South Dakota the county library law provides that the tax levy shall exclude cities and towns which are already taxed for public library purposes. In California, Kansas, Missouri, New Jersey, Tennessee, and Texas such cities and towns are excluded unless they elect to become a part of the county library system. In Montana, after establishment of a county library, any city or town in the county may withdraw from the county library system. In Oregon any city except that in which the central county library is located, having a population not less than 4,000 and raising by taxation not less than $2,000 a year for a public library, may claim exemption from the county library tax. In New York and Wisconsin exemption may be claimed provided the amount expended for the municipal library is at least equal to the amount that the city or town would have to pay under the county levy.

In Pennsylvania the county commissioners are authorized to exempt from the levy the property of any municipality which is already taxed for library purposes, but such municipality may elect to join with the county in the county library system. In South Dakota, any taxing district that maintains a free public library is excluded from the county library tax levy and residents of such district may secure county library service only by payment of such fees and charges as may be required by the county library trustees. In Utah the tax is levied on the property of all cities exceeding 20,000 inhabitants, and the amount accruing from the

tax from municipalities which maintain free public libraries shall be turned over to their library boards.

The county seat is made the headquarters of the county library system in California, Maryland, Montana, Nevada, Texas, and, under prescribed conditions, Wyoming. In Minnesota the library may be located at the county seat or any other city determined by the board of county commissioners. In New York and in Oregon the central county library shall be located in the county seat unless another city in the county, at the time of the establishment of the library, exceeds such county seat in population by more than twenty per cent. in which event such city becomes the permanent location of the central library.

Dis-establishment.—Definite provision for the dis-establishment of a county library or for the discontinuance of the county library tax is made in the laws of California, Missouri, Montana, New York, Oregon, South Carolina, and Texas. In California dis-establishment may be made by action of the board of supervisors of the county. Missouri, New York, South Carolina, and Texas provide for the discontinuance of the tax by a majority vote of the electors. In Montana a library may be disestablished on petition of not less than ten per cent. of the qualified voters; in Oregon a majority vote of the establishing body is required at two consecutive annual meetings.

Contracts with existing libraries.—Contract service is the only county library service provided for in Iowa and North Carolina. In Alabama, Indiana, Kentucky, and Minnesota, establishment by contract is the only method authorized in counties in which there is a free public library in any city or town. In the following sixteen states such contracts are authorized but are not mandatory: California, Illinois, Kansas, Michigan, Missouri, Montana, Nebraska, New Jersey, New York, Ohio, Oregon, Pennsylvania, South Dakota, Tennessee, Texas, and Wisconsin.

ABSTRACTS

As is explained on page 235, the following abstracts cover only the most fundamental provisions of the general library legislation of each state, relating to methods of establishment, method and amount of financial support for maintenance, and provisions for administrative control. Legislation relating only to individual libraries or communities is not included, nor are the provisions of the general laws relating to innumerable details of procedure.

In order to economize space, and also to present the laws of the different states so far as possible in accordance with the same general method of arrangement, many abridgments and some changes have been made from the exact wording of the laws. For instance, the provisions which either authorize or make mandatory the establishment of a library are usually summarized in a few words, to indicate whether establishment is permissive or mandatory, and to indicate whether action may be taken by the city government on its own initiative or whether action by the people is required. Similar abridgments have been made in regard to tax levies or appropriations, the appointment of board members, etc. Great care has been taken, however, to use the exact words of the law whenever a substitution of other words might alter the meaning, even though the omission of unnecessary phrases may have made the use of quotation marks impossible.

The purpose of the abstracts is to give in as convenient a form as possible the essential provisions of each state's law on the points that are covered. References are given to the compilations which have been used, to facilitate further investigation by readers who may want the exact wording of a particular law or who may want to study provisions that are

not covered at all in these abstracts. Because of the necessary abridgments and departure from the exact wording of the laws, and because of the many omissions of more detailed provisions, these abstracts should be considered merely as a guidebook in the field of library legislation, and not as a source book.

I. MUNICIPAL LIBRARIES

As explained on page 233, this section relates to public libraries established in any form of municipality, other than the school district and the county.

ALABAMA

The 1923 code of Alabama contains no provisions for municipal public libraries. The 1907 code (section 1358) included a law providing that cities and towns shall have the right to establish and maintain, or aid in establishing and maintaining, public libraries, either separately or in connection with the public schools.

ARIZONA

(*Revised Statutes of Arizona,* 1913, p. 655-58; *Session Laws,* 1919, p. 168-69.)

Establishment and maintenance.—Establishment by the proper municipal authority is authorized in any incorporated city or town. A tax may be levied annually. Maximum, one-half mill if population is more than 5,000; one mill if less than 5,000.

Control.—The municipal authorities may appoint nine persons as trustees; in cities of less than 3,000 inhabitants there may be six trustees. Term of office, three years.

ARKANSAS

Crawford-Moses, *Digest of the Statutes of Arkansas,* 1921, p. 1998.)

Establishment and maintenance.—Establishment is authorized in cities of the first and second class. A tax may be levied. Maximum, one-half of one mill; with other taxes assessed shall not exceed five mills. No provisions concerning control.

CALIFORNIA

(General Laws of the State of California, 1923. Part I: 979-82, 993-1000.)

1. Incorporated cities and towns.

Establishment and maintenance.—Establishment by the legislative body is authorized in any incorporated city or town; mandatory on petition of one-fourth of the electors. A tax shall be levied annually. Maximum, after two years from establishment, two mills in municipalities of the first, second, and third classes; three mills in municipalities of the fourth, fifth, and sixth classes. Any ordinance establishing such a library must be repealed on request of 51 per cent. of the electors.

Control.—A board of library trustees, of five members, shall be appointed by the mayor or other executive head of the municipality, with the consent of the legislative body. Term of office, three years. Men and women shall be equally eligible to appointment.

Extension of service.—Boards of library trustees may contract with the legislative bodies of neighboring municipalities or boards of supervisors of the counties in which the libraries are situated, for lending the books of such libraries to residents of such counties or municipalities, upon a reasonable compensation to be paid by such counties or municipalities.

2. Unincorporated towns and villages.

Establishment and maintenance.—Establishment is mandatory in any unincorporated town or village on petition of fifty or more taxpayers and residents and a majority vote

in favor at a special election. A special tax shall be levied at the time of levying county taxes, sufficient in amount to maintain the library. Such library may be dis-established on a vote of two-thirds of the qualified electors of the district.

Control.—The board of supervisors of the county in which the town or village is located shall appoint a board of three library trustees. Thereafter an election must be held annually for the election of one trustee. Term of office, three years. Libraries established under this act shall be open for the use of the public during every day in the year.

Extension of service.—Essentially the same provisions as for incorporated cities and towns.

COLORADO

(Compiled Laws of Colorado, 1921, p. 2187-90.)

Establishment and maintenance.—Establishment by the city council or the board of trustees is authorized in any city or incorporated town. A tax may be levied annually. Maximum, one mill; in cities of over 100,000 inhabitants, maximum one mill, minimum, after establishment of such library, one-fourth of one mill.

An older law is still in force, providing a method of establishing libraries supported by penal fines instead of by taxation.

Control.—The mayor, with the approval of the city council or board of town trustees, shall appoint six persons who, with the mayor, who shall be president, shall constitute a board of library directors. Thereafter, new members shall be elected, to fill vacancies or expired terms, by the remaining members of the board. Term of office, two years. Not more than one member of the city council shall be at any one time a member of the board.

CONNECTICUT

(General Statutes of Connecticut, 1918. I:375-80; *Public Acts,* 1925, p. 3844-45.)

Establishment and maintenance.—Establishment is authorized in any town, city, borough, fire district, or incorporated school district. Such sums of money may be expended as may be necessary to purchase land for a suitable site and to provide and maintain such suitable rooms or buildings as may be necessary.

Establishment by the city council is authorized in any city. A tax may be levied annually. Maximum, one and one-half mills.

Establishment is mandatory in any town or borough on petition of fifty legal voters and a majority vote in favor at the next regular annual election. A tax shall be levied annually, at a rate determined by the voters, within a maximum of three mills. Such tax may afterwards be lessened or increased within the three-mill limit, or made to cease, by a majority vote at any annual election.

Control.—When any city council shall have decided to establish a library the mayor shall appoint, with the approval of the council, a board of nine directors. Not more than one member of the city council shall be a member of said board.

In the absence of any other provision therefor, the management of a public library in any town, city, borough, fire district, or incorporated school district shall be vested in a board of directors, consisting of a number divisible by three. In any municipality holding annual meetings for the election of officers, one-third of the directors shall be elected at each annual meeting, to hold office for three years. In any municipality holding bi-ennial meetings, one-third of the directors shall be elected at each bi-ennial meeting, to hold office for six years.

DELAWARE

(*See* section on School District Libraries, page 307.)

FLORIDA

(*Revised General Statutes of Florida,* 1919. I:1026-29.)

Establishment and maintenance.—The city or town council of any incorporated city or town may, whenever it deems it advisable, call an election to decide whether a public library shall be established. Establishment becomes mandatory if a majority of the registered voters vote in favor. A tax may be levied annually. Maximum, two mills.

Control.—The city or town council shall elect a library board of five directors. Term of office, five years. Neither the mayor nor any member of the council shall be a member of the library board.

GEORGIA

(*Code of Georgia,* 1911. I:409-10.)

Establishment and maintenance.—Establishment by the properly constituted municipal authorities is authorized in any city. Said authorities may raise by taxation from year to year, and permanently appropriate money for establishment and maintenance.

Control.—Any money appropriated by a city for a public library shall be expended by and under the direction of the board of trustees of such public library elected by the city council.

IDAHO

(*Compiled Statutes of Idaho,* 1919. I:294-96.)

Establishment and maintenance.—Establishment by the common council is authorized in every city and every village. A tax may be levied annually. Maximum, two mills.

Control.—A board of five directors shall be appointed by the city or village council. Term of office, three years. Not

more than one member of the council shall, at any one time, be a member of the board.

ILLINOIS

(Smith-Hurd, *Revised Statutes of Illinois,* 1925, p. 1615-17.)

1. Incorporated cities.

Establishment and maintenance.—Establishment by the city council is authorized in any incorporated city. A tax may be levied annually. Maximum, one and eight-tenths mills; in cities of over 100,000 inhabitants such tax shall not exceed one mill annually for maintenance and operation and an additional tax of two-tenths of a mill annually for sites and buildings.

Control.—The mayor shall, with the approval of the city council, appoint a board of nine directors. Term of office, three years. Not more than one member of the city council shall be at any one time a member of said board.

2. Incorporated towns, villages, or townships.

Establishment and maintenance.—Establishment is mandatory in any incorporated town, village, or township, on petition of fifty legal voters asking that an annual tax be levied not exceeding one and eight-tenths mills, and a majority vote in favor at a regular or a special election. The tax specified in the petition, within the maximum of one and eight-tenths mills, shall be levied annually. Such tax shall cease in case the legal voters shall so determine by a majority vote at any annual election.

Control.—A library board of six directors shall be elected by the people. Term of office, three years. In villages under the commission form of government a board of six directors shall be appointed by the mayor, with the consent of the commissioners.

INDIANA

(Burns-Watson, *Annotated Indiana Statutes,* 1926. III: 127-33, 141-44.)

1. Cities and incorporated towns.

Establishment and maintenance.—Establishment by the common council or the town board is authorized in any city or incorporated town; mandatory if the taxpayers raise by subscription, for each of the two years immediately following, a sum equal to the amount that would be derived from a tax levy of two-tenths of a mill, not more than two per cent. of which shall be subscribed by any one person, firm, or corporation of the city or town. After a library is so established a tax shall be levied annually. Maximum, one mill. (Sect. 9663.)

The library board shall determine the rate of taxation that shall be necessary to establish, increase, equip and maintain the library, and shall certify the same to the common council or town board and the county auditor, not exceeding the maximum of one mill. The assessment thus made shall be collected as other taxes are levied and collected. (Sect. 9669.)

In any city or incorporated town where a library is already established and maintained, equal in value to the amount of money that would be derived from a tax levy of three-tenths of a mill, whenever the managing board of such library shall tender its ownership, custody and control, free of expense to such public library board for the use and purpose of a public library, a public library board shall be appointed when the common council or town board has decided by a majority vote to accept such library and to levy annually a tax not to exceed one mill. (Sect. 9674.)

Control.—The judge of the circuit court of the county in which the city or town is located shall appoint three persons, residents of such city or town, as members of a public li-

brary board. (If the township advisory board of any township shall levy and collect a tax for library purposes, the total amount of which shall be greater than the amount collected by the town or city for such purposes, the judge may appoint persons who are residents of such city or town or of such township outside of the city or town.) The common council or the town board of such city or town, and the board of school trustees, shall each appoint two persons, also residents of such city or town, as members of the library board. The members appointed by the board of school trustees may be from their own board. If the township advisory board of any township shall levy and collect for library purposes a tax of five-tenths of one mill, the township trustee shall, *ex officio,* be a member of the library board, and the judge of the circuit court of the county in which such township is located shall appoint one person, a resident of said township, as a member of the board. (Sect. 9665.)

All appointments shall be for two years. Women may be eligible to appointment, and not less than three of the members appointed shall be women. All persons appointed shall have resided for a period of not less than two years, immediately preceding their appointment, in the city or town or township for which they are appointed, and shall not be less than twenty-five years of age. (Sect. 9665.)

Township service.—A public library established in any city or incorporated town shall be open and free for all the inhabitants of the township in which such library is located, provided the township advisory board shall levy and collect a tax of two-tenths of a mill and pay the same into the public library fund of said city or town. When the public library of any city or town is not so open and free for the inhabitants of the township, by reason of such township failing to levy and collect such tax, the public library board may issue

and sell certificates or library cards to any person or family resident in such township at such annual fee as may be deemed by them to be a fair compensation. (Sect. 9671.)

2. Townships.

Establishment and maintenance.—Establishment by the township advisory board is authorized in any township. A tax may be levied annually. Maximum, one mill. Establishment is mandatory on petition of fifty legal voters and a majority vote in favor at a township election. A tax shall then be levied annually. Maximum, one mill; minimum, five-tenths of one mill. Such tax levy shall be discontinued on a majority vote at an election. If there be located in said township a public library open to the use of all the inhabitants thereof, the proceeds of said tax shall be paid to said public library. (Sect. 9712.)

In any township outside of cities in which there is a library, established by private donations, of the value of ten thousand dollars or more, for the use and benefit of all the inhabitants, the township trustee of such township shall annually levy and collect not more than six cents on the hundred dollars, which shall be paid to the trustees of such library. When it becomes necessary to purchase additional ground for the extension or protection of library buildings already established by such private donations, the township trustee may, with consent of the board of commissioners of the county, annually levy and collect not more than five cents on the hundred dollars, for not more than three years successively, which shall be expended by said trustee in the purchase of said property and the erection and enlargement of library building thereon. (Sect. 9712.)

Two or more adjacent townships may unite to establish and maintain a public library at the discretion of the advisory boards. When two or more townships have so united, the

combined library boards appointed as herein specified, or the board of the public library to which such money is paid as herein provided, shall control the library so established. (Sect. 9713.)

On consent of the public library board in any city or incorporated town to make the library open and free to all the people of the township or townships in which the city or town is located, or of any neighboring township, on condition of such township or townships contributing to support of the library, the advisory board of any such township may make an annual appropriation and levy a tax on all property in cities and incorporated towns therein, not already taxed for library purposes, but exclusive of the property of such city or town already taxed for such library. Minimum, five-tenths of one mill; maximum, one mill. The amount thus collected shall be paid into the library fund of the city or town where the library is located. The levy of such tax by the township advisory board is mandatory, on petition of fifty resident taxpayers owning real estate in said township not already taxed for such library; or, without such petition, if the public library in any city or incorporated town is used by at least one-tenth of the families of the taxpayers of such township outside the limits of such city or town. (But) if any township owns a township library, open and free to all the people of the township, and levies a tax therefor of not less than five-tenths of a mill, it shall be discretionary with the advisory board whether such tax for such city or town library shall be levied. (Sect. 9672.)

Control.—In any township where a free public library is established, there shall be a township library board, composed of the school township trustee and two residents of the township, one of whom shall be a woman, to be appointed for terms of four years by the judge of the circuit court. (Sect. 9713.)

IOWA

(Code of Iowa, 1924, p. 746-48, 793, 838.)

Establishment and maintenance.—Establishment is authorized in cities and towns. A tax may be levied, which shall be used only for the maintenance of the library. Maximum, five mills. When establishment has been authorized, a tax not exceeding three mills may be levied, which shall be used only for the purchase of real estate and the erection of a building. When a library building has been fully completed and paid for, no further levy shall be made for that purpose. Any balance remaining in the building fund may be transferred to the maintenance fund.

Control.—A board of library trustees, consisting of five, seven, or nine members, shall be appointed by the mayor, with the approval of the city council, which shall determine the number of members. Term of office, six years. Citizens and residents, male or female, over the age of twenty-one years, are eligible. The absence of a trustee from six consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without explanation of absence, shall render a trustee's office vacant. In cities organized under the commission form of government the board shall consist of five members, appointed by the mayor with the approval of council, for terms of five years.

Extension of service.—Contracts may be made between any free public library and any city, town, school corporation, township, or county, for its use by their respective residents. Townships and counties may enter into such contracts only for their residents outside of cities and towns. Such contract by a county shall supersede all contracts between the library trustees and townships or school corporations outside of cities and towns.

A tax not to exceed one mill shall be levied by a city, town,

school corporation, township, or county which enters into such contract. In cities, on petition of a majority of the resident taxpayers, the city council shall offer to make such contract with the designated library. All such contracts shall remain in force until terminated by a majority vote of the electors.

Joint libraries.—In cities and incorporated towns where a college or university is located, it shall be lawful for the city or town and such institution of learning to jointly establish and maintain a public library for their mutual benefit upon such terms and conditions as may be mutually agreed upon between them; but no city or town may contribute toward the maintenance more than the amount produced by a rate of taxation allowed by law.

KANSAS

(Revised Statutes of Kansas, 1923, p. 89-91, 1401.)

1. Cities.

Establishment and maintenance.—Establishment by the governing body is mandatory in any city on petition of twenty-five per cent. of the resident taxpayers and a majority vote in favor at a regular or a special election. A tax shall be levied annually by the governing body in such sum as may be designated by resolution of the directors of the library, within a maximum of one mill; in cities having a population of 40,000 or more the levy shall not exceed one-fourth of one mill.

Control.—The mayor shall, with the approval of the city council, appoint a board of nine directors. The mayor shall be *ex officio* a member, but no other city official shall be appointed. Term of office, four years.

2. Townships.

Establishment and maintenance.—Establishment is mandatory in any township of more than 1,000 inhabitants, on peti-

tion of fifty taxpayers and a majority vote in favor at a regular or a special election. A tax shall be levied annually. Maximum, three mills.

Control.—The township board shall have exclusive control of the library.

KENTUCKY

(Carroll, *Kentucky Statutes,* 1922, p. 1352-54, 1368-71, 1574-75.)

1. Cities of the first class.

Establishment and maintenance.—Establishment by ordinance of the general council of the city is authorized in any city of the first class. For this purpose the general council shall annually, after passing such ordinance, levy a tax. Maximum, four cents on each hundred dollars; minimum, two and one-half cents on each hundred dollars. Said amount, as collected, shall be paid over to the board of trustees in regular weekly installments.

Establishment by contract.—The mayor, with the consent of the general council, may enter into contract for a period not exceeding five years, and renew the same from time to time thereafter, with the association or corporation owning or controlling an existing library in such city, which contains not less than 50,000 volumes, to the end that such library shall be free and open to the public. As consideration for such public use, such city shall annually levy a tax for library purposes not exceeding two cents on each hundred dollars, the amount collected from such tax to be paid to the treasurer of said library in regular weekly installments.

Control.—The mayor shall name twelve trustees, for terms of four years. No person shall be eligible who is not a taxpayer and qualified voter in the city and has not resided therein for two years prior to his selection.

2. Cities of the second class.

Establishment and maintenance.—Establishment by the common council is mandatory in any city of the second class whenever money shall have accumulated to the amount of twenty thousand dollars for the purpose of establishing and maintaining a free public library. Such sums of money shall be appropriated annually as may be necessary, with funds otherwise provided by law, to make the total annual sum applied to such purpose not less than five thousand dollars.

Establishment by contract.—When there is already established in the city a public or private library, the board of trustees of the public library may enter into an agreement with the association or corporation owning or controlling such library whereby such library may be transferred or leased to said board for a term of years or in perpetuity, or united with that established by the city under the provisions of this act. Said library shall be strictly nonsectarian and nonpartisan, and always so conducted. In aid of the establishment and maintenance of such library, the general council shall annually direct to be paid over to said library three per cent. of the net amount of taxes levied annually in the city for common school purposes, and one-half of the net amount of all fines and costs collected in the police court.

Control.—A board of seven members shall have control of the library. The mayor of the city, and the presiding judge of the county court of the county in which the city may be located, in case the county contributes annually to the maintenance of the library, shall be, *ex officiis,* members of the board. The remaining five members shall be appointed by the mayor. Term of office, four years. The members "shall be so selected and appointed as never to have more than four members thereof of the same political party, and that two members of said board shall be women and five members thereof shall be men. The members of said board so ap-

pointed by the mayor shall be citizens and housekeepers of the city and not less than thirty years of age."

3. Cities and incorporated towns of the third, fourth, fifth, or sixth class.

Establishment and maintenance.—Establishment by the common council or town board is authorized in any city or incorporated town of the third, fourth, fifth, or sixth class. A tax may be levied annually. Maximum, one mill. Establishment is mandatory if the taxpayers raise by subscription, for each of the two years immediately following, a sum equal to the amount that would be derived from a tax levy of two-tenths of a mill, not more than two per cent. of which shall be subscribed by any one person, firm, or corporation of the city or town. A tax levy, within the maximum of one mill, shall be made before the expiration of said two years, and annually thereafter.

The library board shall annually submit to the common council or town board of such city or town an estimate of the needs of the library for the ensuing year, and the common council or town board, in making the annual levy for city purposes, shall include in its levy the estimated needs, within the maximum of one mill.

In aid of the establishment and maintenance of such library, one-half of all police court fines, etc., in such city or town, is appropriated for its use and benefit.

Control.—A board of five trustees shall be appointed by the mayor or chief executive. Term of office, four years. At least two members shall be women.

LOUISIANA

(Constitution and Statutes of Louisiana, 1920. II:1113-14.)

Establishment and maintenance.—Establishment by the governing authority is authorized in any parish, city, town, village, or political subdivision of the state, of not more than

100,000 inhabitants, on petition of not less than twenty-five citizens. If such petition is favorably acted upon by the governing authority it shall be promulgated. If within thirty days a written protest is not filed by a number of citizens equaling or exceeding the number of petitioners, the governing authority shall have full power and authority to appropriate a sufficient sum for the establishment of such library and to appropriate and provide for its maintenance. All proposed expenditures for the library, of more than five hundred dollars, shall be approved by the governing authority of the municipality.

Control.—The governing authority of the municipality shall appoint a board of control, of not less than five or more than seven members, for terms of six years.

MAINE

(Acts and Resolves, 1925, p. 160-62.)

Establishment and maintenance.—Establishment is authorized in any town, under such regulations for its government as the inhabitants from time to time prescribe. The town may levy and assess a tax and make appropriation therefrom for the foundation and commencement of such library and for its maintenance and increase annually.

Establishment is authorized in any village corporation located in a town where no free library exists. Such village corporation may annually levy and assess a corporate tax and make appropriation therefrom for the maintenance and increase of the library.

Establishment by contract.—Any town or city, in which there is a library owned or controlled by a corporation or association or by trustees, may levy and assess a tax and make appropriation therefrom annually to procure from such library the free use of its books for all the inhabitants of the

town or city, and such library shall then be considered a free public library.

Any town may raise and appropriate annually a sum of money for the purpose of securing to its inhabitants the free use of a library located in an adjoining town.

Control.—No provisions except for establishment under such regulations for its government as the inhabitants from time to time prescribe.

Joint establishment.—Two or more adjacent towns may unite in establishing and maintaining a free public library with branches in each town, and may each raise and make appropriation for that purpose annually.

MARYLAND

(Annotated Code of the Public General Laws of Maryland, 1924. II:2494-99.)

1. Incorporated municipalities.

Establishment and maintenance.—Establishment by the legislative authority is authorized in any incorporated municipality. A tax may be levied. Maximum, seven cents of each hundred dollars.

Control.—The legislative authority shall appoint a board of nine directors, for terms of six years.

2. Election districts.

Establishment by the board of county commissioners is mandatory in any election district on petition of a majority of the voters. The county commissioners shall establish and control such library in the same manner as the legislative authority of an incorporated municipality may establish and control a library under this act, and may levy a tax in the same manner and to the same amount.

MASSACHUSETTS

(General Laws of Massachusetts, 1921, Vol. I.)

Establishment and maintenance.—Establishment is author-

ized in any town under regulations prescribed by the city council or by the town. A town may at any town meeting appropriate money for establishment and maintenance. (p. 739, 295-96.)

Money received by a county treasurer from the dog tax, and not paid out for damages, shall be paid back to the treasurers of the towns in proportion to the amounts received from such towns, and the money so refunded shall be expended for the support of public libraries or schools. (II:1445.)

A town may, at a town meeting, authorize a village or district therein, if it contains not less than 1,000 inhabitants, to organize under an approved name for the purpose of establishing and maintaining libraries. (p. 307.)

In cities the city council shall annually make appropriations in detail for the current expenses of the city, clearly specifying the amount to be expended for each particular purpose; but the budget shall not be in such detail as to fix specific salaries of employees under the direction of the boards elected by the people, other than the city council. (p. 368.)

Control.—A town which raises or appropriates money for a free public library shall elect by ballot at a meeting a board of trustees consisting of any number of persons, male or female, divisible by three, which the town determines to elect. Terms of office, three years. (Not applicable to cities.) (p. 740.)

MICHIGAN

(Compiled Laws of the State of Michigan, 1915. I:1309-13.)

The constitution of Michigan provides: "The legislature shall provide by law for the establishment of at least one library in each township and city; and all fines assessed and collected in the several counties, cities and townships for any

breach of the penal laws shall be exclusively applied to the support of such libraries."

1. Incorporated cities.

Establishment and maintenance.—Establishment by the city council is authorized in any incorporated city. A tax may be levied annually. Maximum, one mill.

Control.—The mayor shall, with the approval of the city council, appoint a board of nine directors. Term of office, three years. Not more than one member of the city council shall be at any one time a member of said board.

2. Incorporated villages and townships.

Establishment and maintenance.—Establishment is mandatory in any incorporated village or township of not more than 10,000 population, on petition of fifty legal voters asking that a tax be levied not exceeding one mill, and a majority vote in favor at the next regular annual election. The tax specified in the petition shall be levied annually. Maximum, one mill.

The library board of directors shall annually prepare an estimate of the amount of money necessary for the maintenance of such library for the ensuing year, within the maximum of one mill, and this amount shall be assessed and collected.

Establishment by contract.—On petition of not less than 10 per cent. of the electors in any township, requesting that a meeting of the electors be called to consider making a contract with any township, city or village maintaining a public library, for the use of its privileges by the residents of such township, an election shall be called for this purpose. If a majority of the electors are in favor, the township board shall have power to enter into such contract, and shall levy a tax for this purpose not to exceed one mill. In no case shall such contract run for a longer term than three years.

Public use of association libraries.—Any township, city or village having a subscription library may appropriate not to exceed one-half of one mill for the support of such library, which shall thereafter be kept open not less than the afternoons and evenings of three days of each week for the free use of the public. *(Laws,* 1925, p. 312.)

Control.—The township board or the common council of the village is authorized to appoint a temporary board of six directors, to be known as the provisional library board. At the next annual township meeting or village election a permanent library board shall be elected, consisting of six directors, for terms of three years.

MINNESOTA

(General Statutes of Minnesota, 1923, p. 776-77.)

Establishment and maintenance.—Establishment by the governing body is authorized in any city or village. A tax may be levied annually. Maximum, in cities of the first class, one mill; in villages and cities of the second, third, and fourth classes, three mills. If such library be not otherwise established, establishment is mandatory on petition of fifty freeholders and a two-thirds vote in favor at the next municipal election.

Control.—The mayor of the city, or president of the village, with the approval of the council, shall appoint a board of nine directors, not more than one of whom shall at any time be a member of such governing body. Term of office, three years.

Extension of service.—The library board may contract with the board of county commissioners of the county in which the library is situated or of adjacent counties, or with the village trustees or governing body of any neighboring town, city or village to loan books to the residents of said

county, town, city or village, upon such terms as shall be agreed upon.

Establishment by contract.—All such boards or officers shall have power to contract with the board of directors of any free public library for the use of said library by the people of the county, town, city or village not having the use of a free library, and to pay such library board such an amount annually as may be agreed upon, and such county, town, city, or village board may establish a library fund by levying an annual tax of not over one mill on property outside of any city or village wherein a free public library is located or which is already taxed for the support of any such library.

MISSISSIPPI

(Annotated Mississippi Code, 1917. II:2536-37.)

The mayor and board of aldermen of cities and towns, but not villages, have power to maintain one or more libraries for public use and to regulate the use thereof.

MISSOURI

(Revised Statutes of the State of Missouri, 1919. II:2230-34, 2464, 2491, 2496.)

1. Incorporated cities.

Establishment and maintenance.—Establishment is mandatory in any incorporated city on petition of 100 taxpaying voters and a majority vote in favor at a regular or a special election. A tax shall be levied, at the rate specified in the petition. Maximum, two mills; in cities of over 100,000 inhabitants, two-fifths of a mill. Such tax shall cease in case the legal voters so determine by a majority vote at an annual election. In case of an increase in valuation in any year, of the taxable property within such city, the common council may reduce the levy by levying a tax for the maintenance of said library which in their judgment shall be suffi-

cient for its maintenance throughout the year, but in no case shall the tax so levied for any one year exceed 10 per cent. more than the tax of the previous year. *(Laws,* Extra session 1921, p. 74.)

Control.—The mayor, with the approval of the legislative branch of the municipal government, shall appoint a board of nine directors. No member of the municipal government shall be a member of said board. Term of office, three years. For cities of over 300,000 population there is the further provision that not more than five members of the board shall be of the same political party.

2. Cities of the first class.

Establishment and maintenance.—The mayor and council shall annually, out of the general revenues of the city, apportion and appropriate all moneys necessary for the proper maintenance and support of public libraries in the city. Minimum, in any one fiscal year, fifty-five thousand dollars. *(Laws,* 1923, p. 270-71.)

Control.—The mayor shall appoint a board of nine directors. No person holding any other office in the municipal government shall be a member. Term of office, three years.

3. Cities of the second class.

Establishment and maintenance.—Every city of the second class shall have power by ordinance to establish libraries when authorized by vote of a majority of the registered voters of the city.

Control.—No provisions.

3. Incorporated villages and townships.

Establishment and maintenance.—Establishment is mandatory in any incorporated village or township, on petition of fifty legal voters, by the same method provided for incorporated cities.

Control.—At the next regular election there shall be

elected a library board of six directors, and two directors shall thereafter be elected annually. Term of office, three years.

MONTANA

(Revised Codes of Montana, 1921. I:1842, 1869-70.)

Establishment and maintenance.—Establishment is mandatory in any city or town, after the city or town council has submitted the question to the voters at an annual or a special election, if a majority of the votes cast are in favor. A tax may be levied. Maximum, two mills if the assessed valuation of the city or town is $1,000,000 or more; two and one-half mills if less than $1,000,000 and more than $750,000; three mills if less than $750,000. No increase over the present levy shall be made until the question has been submitted to a vote of the taxpayers.

Control.—The trustees shall be appointed by the mayor, with the consent of the council. The number of trustees and their duties shall be prescribed by ordinance.

NEBRASKA

(Compiled Statutes of Nebraska, 1922, p. 1065-69.)

Establishment and maintenance.—Establishment is authorized by the city council of any city, the board of trustees of any incorporated village, the county board of any county, or by the electors of any township at their annual town meeting. A tax may be levied annually. Maximum, five mills.

Control.—The city council or the village or township board shall elect a library board of five members. Term of office, five years. Neither the mayor nor any member of the city council or village or township board shall be a member of the library board.

NEVADA

(Revised Laws of Nevada, 1912. I:245, 935-36; *Statutes,* 1925, p. 129.)

Establishment and maintenance.—Establishment by the city council is authorized in any city. Establishment is mandatory in any city, unincorporated town, or school district, by the board of county commissioners of the county in which such city, town, or school district is situated, on petition of a majority of the taxpayers or of taxpayers "representing a majority of the taxable property." A tax shall be levied annually by the county commissioners on the property of such city, town, or school district. Maximum, ten cents on each hundred dollars; minimum for the first levy, five cents on each hundred dollars.

Control.—The board of trustees of the school district when notified that a petition has been presented asking for the establishment of a library, shall appoint three library trustees, for terms of three years.

NEW HAMPSHIRE

(Public Laws of New Hampshire, 1926. I:62-64.)

Establishment and maintenance. The selectmen in each town shall assess annually, upon the polls and ratable estates, a sum to be computed at the rate of thirty dollars for every dollar of the public taxes apportioned to such town. The town may raise a sum exceeding this amount, which shall be assessed in the same manner. The sum so assessed shall be appropriated to the sole purpose of establishing and maintaining a free public library within such town. In towns where no town library exists, the money so raised shall be held by the library trustees and allowed to accumulate until such time as the town may vote to establish a library.

Whenever there shall be available in any town for the purpose of maintaining a free public library an annual income which alone or with the town appropriation shall equal the amount required to be raised by that town annually, the town shall be exempt from this provision. Whenever a town, hav-

ing no town library, shall vote that it is inexpedient to establish a library, the town shall be exempt from these provisions for one year.

Control.—Every town shall, at a town meeting, elect by ballot a board of library trustees, consisting of any number of persons divisible by three which the town may decide to elect. Term of office, three years.

Towns may make by-laws for the care, protection, preservation and use of the free public library in the town. The trustees of such library may make rules and regulations for the government thereof not inconsistent with said by-laws.

NEW JERSEY

(Compiled Statutes of New Jersey, 1910. III:3104, 3116-21; *Cumulative Supplement,* 1925. I:1789-99.)

Establishment and maintenance.—Establishment by action of the governing body is mandatory in any city, borough, town, township, or village when it has been authorized by a majority of the legal voters at a general or a special election. Appropriations shall thereafter be made and raised by taxation annually. Minimum, a sum equal to one-third of a mill on every dollar; maximum, a sum equal to one mill on every dollar.

In all cities of not less than 100,000 nor more than 200,000 inhabitants in which a free public library has been established the governing body shall annually appropriate and raise by tax a sum which in their judgment is sufficient for the proper maintenance of said library or libraries.

Control.—A board of trustees shall be formed, to consist of seven members, one of whom shall be the mayor or the chairman of the governing body, *ex officio,* and one the superintendent of public instruction, *ex officio,* or, if the municipality has no superintendent of public instruction, the president of the board of education, *ex officio;* and five citi-

zens to be appointed by the mayor or chairman of the governing body for terms of five years.

Joint maintenance.—Any borough, town, township or village not otherwise provided with a free public library may, by a majority vote at an election, authorize its governing body to unite with the adjoining borough, township or city of the second or third class in the support or maintenance of a free public library. The governing body of a municipality so voting, shall levy a tax of not less than one-third of a mill, for the support of such union library.

The mayor or other head officer of such municipality shall be *ex officio* a member of the board of trustees of such union library, and the governing body may designate two other voters, resident in said municipality, as joint trustees of said union library, one for two years and one for three years, to be a part of the board of trustees of the library of said participating borough, township or city of the second or third class.

NEW MEXICO

(New Mexico Statutes, Annotated, 1915, p. 1050-51, 1085.)

Establishment and maintenance.—Establishment by the council or trustees is authorized in any city or incorporated town, and an appropriation may be made annually. Maximum, one mill. When the people of such city or town have voted to levy an annual tax or appropriation for a library it shall not be necessary to again submit the question to a vote of the people, except that on petition of 100 resident taxpayers petitioning for the increase, decrease, or discontinuance of such annual levy or appropriation, the question shall be again submitted to a vote of the people at the next ensuing municipal election.

In the discretion of the trustees or council of any town or city the tax authorized for the improvement and care of

parks may be divided between the parks and the establishment and maintenance of a public library.

Control.—No provisions.

NEW YORK

(Cahill's *Consolidated Laws of New York,* 1923, p. 527-30.)

Establishment and maintenance.—Establishment is authorized in any county, city, village, town, school district, or other body authorized to levy and collect taxes, by a majority vote at any election, or at a meeting of the electors duly held, or by action of its board of supervisors, common council, board of estimate and apportionment, or other proper authority. On petition of twenty-five taxpayers the question of providing library facilities shall be voted on at the next election or meeting at which taxes may be voted, due public notice having been given.

Taxes may be voted for library purposes by any authority named above, and shall, unless otherwise directed by such vote, be considered as annual appropriations till changed by further vote. Maximum, two mills if the assessed valuation is $1,000,000 or less; one and one-half mills if more than $1,000,000 and less than $2,000,000; one mill if $2,000,000 or over.

Any such library may be abolished by majority vote at an election, or at a meeting of the electors, due public notice having been given.

Establishment by contract.—Any authority which is authorized to establish a library may contract with a free library registered by the regents of the University of the State of New York, to furnish library privileges to the people of the municipality or district for whose benefit the contract is made, under such terms and conditions as may be stated in such contract.

Control.—Public libraries established by action of the voters or their representatives shall be managed by five trustees. Term of office, five years. Trustees shall be appointed in cities by the mayor, and confirmed by the council; in counties, by the board of supervisors; in villages, by the village board of trustees; in towns, by the town board. In school districts they shall be elected by the voters. No person who is a member of any municipal council or board authorized to appoint public library trustees shall be eligible for the office.

NORTH CAROLINA

(Consolidated Statutes of North Carolina, 1920. I:1186-88.)

Establishment and maintenance.—Establishment is mandatory in any incorporated city or town on petition of 25 per cent. of the registered voters and a majority vote in favor at the next municipal election. A special tax shall be levied. Maximum, ten cents on one hundred dollars, and thirty cents on the poll.

Without submission of the question to the people a city or town is authorized to make continuing appropriations of money to such library associations or corporations as shall maintain a library or libraries, whose books shall be available without charge to the residents of the city or town, under such rules and regulations as shall be approved by the governing body of the city or town. Appropriations shall not exceed one-fortieth of one per cent. of the taxable value of the city or town.

Control.—The board of aldermen or town commissioners shall appoint a board of six trustees. Term of office, six years. Not more than one of the aldermen or commissioners shall be at any one time a member of such board.

NORTH DAKOTA

(Compiled Laws of North Dakota, 1913. I:981-83.)

Establishment and maintenance.—Establishment by the city council or the village or township board is authorized, in any city of not over 50,000 population, and in any village or township of more than 400 inhabitants, provided that establishment shall receive the approval of a majority of the electors voting on the question at any general election. A tax may be levied annually. Maximum, four mills.

In any city in which four hundred dollars or more is donated for the purpose of establishing a library, and in any village or township where one hundred and fifty dollars or more is donated, the city council shall appropriate $200.00 from the general fund of the city, or the board of trustees of the village or board of supervisors of the township shall appropriate $100 for the purpose of establishing such library.

Control.—A board of five directors shall be appointed, from citizens of both sexes, by the board of education or school board or by the supervisors of the township. One member of the board of education, school board, or board of supervisors shall be appointed as one of the library directors. Directors shall hold office for three years.

OHIO

(General Code of Ohio, 1921, p. 892, 949, 1057-59.)

1. Municipal corporations.

Establishment and maintenance.—Each municipal corporation has power to establish and maintain free public libraries and reading rooms, and to provide for the rent and compensation for the use of any existing free public libraries established and managed by a private corporation or association organized for that purpose. (p. 949).) The council of each city may levy and collect a tax not to exceed one mill and pay it to a private corporation or association maintaining and

furnishing a free public library for the benefit of the inhabitants of the municipality, as and for compensation for the use and maintenance thereof. (p. 1059.)

Control.—A board of six trustees shall be appointed by the mayor. Term of office, four years. Not more than three members shall belong to the same political party, and not more than three shall be women. (p. 1057.)

Establishment by contract.—The board of education of any school district, the council of any municipality, or the trustees of any township may contract with the library trustees of any public library appointed by authority of law, or with any private corporation or library association maintaining a free public library, to furnish library service to all the inhabitants of the municipality, and may levy a tax therefor. (*Laws,* 1923, p. 408.)

"The municipal library levy must be made within the general tax limitation and be approved both by council and by the county budget commission. A library for the municipality may also be established and maintained under the school district public library law." A number of municipal libraries have in recent years re-organized under the school district law. (Note in *Library Laws of Ohio in force August 1, 1925,* Ohio State Library, 1925, p. 33, 10.)

2. Townships.

Establishment and maintenance.—On petition of twenty electors the trustees of a township shall submit to the electors, at the general election in November, the question of establishing a public library. If a majority of the votes cast are in favor, the trustees may annually levy a tax not exceeding one mill, for this purpose.

Control.—The township trustees shall appoint three library trustees, and confer upon them such authority as may be necessary to render the library of proper utility. (p. 892.)

Establishment by contract.—The trustees of each township may annually levy a tax not to exceed one-half mill and pay it to a private corporation or association which maintains and furnishes a free public library for the benefit of the inhabitants of the township, as and for compensation for the use and maintenance thereof. (p. 892.)

OKLAHOMA

(Compiled Statutes of Oklahoma, 1921. II:3142-44.)

Establishment and maintenance.—Establishment by the city council is authorized in any city of the first class. A tax may be levied. Maximum, two mills.

Control.—The mayor, with the approval of the city council, shall appoint a board of six directors. Term of office, three years.

OREGON

(Oregon Laws, 1920. II:2259-65.)

Establishment and maintenance.—Establishment by resolution or ordinance of the legislative body is authorized in any county or incorporated city. A tax may be levied annually. Each public library board shall annually file with its respective county or city a budget containing an estimate of the amount of money necessary for the use of such public library for the ensuing calendar year.

Any library established under this law, or any library service contracted for, shall not be abolished or discontinued nor support be withdrawn therefrom, except by a vote of the body which established the library or entered into the contract, at two consecutive annual meetings or two meetings held at intervals of at least twelve months.

Control.—A public library board of five members shall be appointed by the mayor or other presiding officer, and confirmed by the governmental body of the city. Term of office, four years.

Establishment by contract.—If there exists in any city a secular or nonsectarian library, owned and controlled by a society or a corporation, such city may, in lieu of establishing or maintaining a separate public library, enter into contract with such society or corporation for the purpose of providing the inhabitants of such city with the free use of the library upon such terms and conditions as may be agreed upon.

PENNSYLVANIA

(Digest of Pennsylvania Statute Law, 1920, p. 1354-56.)

Establishment and maintenance.—Establishment by the governing body is authorized in any city, borough, town, township, or county. The municipal authorities may submit the question of establishment to the voters, and must do so at the next general election on petition of three per cent. of the voters. Establishment is mandatory if a majority of the votes cast are in favor. Appropriations may be made by the governing authority. Maximum, two mills. The rate of tax so voted shall be an annual tax rate until changed by another vote: provided, that the municipal authorities may increase the rate, within the maximum of two mills, without submitting the question to a vote.

If the residents of any municipality raise by subscription a sum equal to or exceeding the gross amount of a two-mill tax, not more than two per cent. of which is subscribed by one individual or firm, and offer the sum so subscribed to the municipality for establishment or maintenance of a free, public, nonsectarian library, it shall be accepted and shall be used only for said purpose. A tax shall be levied annually for maintenance of such library. Maximum, two mills; minimum, one-half of one mill.

Control.—The municipal authorities shall appoint a board of library directors, of not less than five nor more than

seven members, as may be decided by the municipal authorities. Term of office, three years.

Establishment by contract.—Any municipality may contract with the managers or owners of any existing nonsectarian library for the free use of such library by the residents of such municipality, whether said library is located in the same or in another municipality. The term of such contract shall be three years, subject to renewal. For such purposes the municipality may appropriate annually not exceeding two mills.

Whenever there is in any municipality a free public nonsectarian library which is open to the use of all the residents thereof no new library shall be there established, but all public aid hereby authorized shall be given to such existing library under proper agreement.

Joint establishment.—Two or more municipalities may unite in establishing and maintaining a free library under the terms of an agreement entered into between them. Such agreement shall not be valid until accepted by a majority vote of the municipal authorities of each municipality.

RHODE ISLAND

(General Laws of Rhode Island, 1923, p. 266-67, 293.)

Establishment and maintenance.—Establishment is authorized in any town or city by a majority vote of the qualified voters voting at any meeting for the election of town officers or members of the city council. A sum may be appropriated by vote of the electors, for the foundation of a library, within a maximum of twenty-five cents on each hundred dollars of the ratable property of such city or town in the year next preceding such appropriation. Thereafter, annual appropriations may be made, by majority vote of the electors of a town or by vote of the city council, not exceeding thirty cents

on each thousand dollars of its ratable property in the year next preceding such appropriation.

Control.—The city or town council shall elect a board of trustees, of not less than three nor more than seven members. Term of office, three years.

SOUTH CAROLINA

(Code of Laws of South Carolina, 1922. III:1338-41.)

Establishment and maintenance.—Establishment is mandatory in any municipal corporation on petition of one-fourth of the freeholders and a majority vote in favor at a special election. A tax shall be levied annually. Maximum, two mills. The library trustees shall certify to the town or city council the amount needed for establishment and maintenance of the library, within the maximum of two mills. Such amount shall be levied and collected annually until it is increased, decreased, or repealed by the electors at an election called for the purpose.

Control.—The town or city council shall name five citizens as library trustees. Term of office, from two to ten years. No school trustee is eligible for appointment.

SOUTH DAKOTA

(South Dakota Revised Code, 1919. II:2580-81.)

Establishment and maintenance.—Establishment is mandatory in any city, town, or township, on petition of five per cent. of the legal voters and a majority vote in favor at the next local or general election. A tax levy shall be made annually. Maximum, two mills. The library trustees shall annually make out an estimate of the expense of maintenance for the ensuing year, within the maximum of two mills, and shall certify the same to the governing body of the city, town, or township, and such expense shall be included in the regular tax levy.

Control.—The mayor, or other chief executive, shall appoint a board of public library trustees, consisting of five citizens, two of whom shall be women, and not more than one of whom shall be a member of the appointive body, to be confirmed by the council or other governing body. Term of office, three years.

TENNESSEE

(Laws, 1897, chapter 68, 105, 1909, chapter 88.)

1. Municipal corporations.

Establishment and maintenance.—Establishment by the mayor and council is authorized in any municipal corporation or taxing district. A tax may be levied annually, within a maximum of five cents on each hundred dollars, or an annual appropriation may be made.

Control.—The mayor shall appoint, with the approval of the council, a board of nine directors. Term of office, three years. No member of the municipal government shall be a member of this board, and not more than six members shall belong to the same political party.

2. Incorporated towns.

Establishment and maintenance.—Establishment is authorized in any incorporated town of less than 20,000 people. On petition of twenty or more taxpayers the question may be submitted to the voters at a general or a special election. After ratification by a majority of voters, the authorities may levy, collect and disburse an amount not exceeding five hundred dollars for the maintenance of a public library.

Control.—No provisions.

TEXAS

(Revised Civil Statutes of Texas, 1925. I:305.)

Establishment and maintenance.—Establishment by the city or town council is authorized in any incorporated city or town. The governing body shall also have power to ap-

propriate such part of the revenues of such city or town for the management and increase of such library as the municipal government may determine.

Control.—The city or town council shall have power to adopt rules and regulations for the proper management of the library.

UTAH

(Compiled Laws, 1917. I:789-92; *Laws,* 1919, p. 248.)

1. Cities of the first class.

Establishment and maintenance.—Establishment is mandatory in any city of the first class on petition of at least 1,000 qualified voters and property taxpayers. A tax shall be levied annually. Minimum, one-third of one mill; maximum, two-thirds of one mill.

Control.—The mayor shall appoint a library board of nine directors, not more than one of whom shall be a member of the council. Term of office, three years.

2. Cities of the second class.

Establishment and maintenance.—Establishment is mandatory in any city of the second class on petition of at least 250 qualified voters and property taxpayers, residents of the city. A tax shall be levied annually. Maximum, one mill.

Control.—As in cities of the first class.

3. Cities of the third class and incorporated towns.

Establishment and maintenance.—Establishment of a public library, or a public library and gymnasium, is mandatory in any city of the third class or any incorporated town, on petition of ten per cent. of the legal voters, and a majority vote of the property taxpayers voting at a special election. A tax may be levied annually. Maximum, for a library, two mills; for a library and gymnasium, two and one-half mills.

Control.—The mayor of the city or the president of the town board of trustees shall, with the approval of the city

council or town board of trustees, appoint six directors, who, with the mayor or president of the trustees, shall constitute the board of directors of such library or library and gymnasium. Term of office, six years.

VERMONT

(General Laws of Vermont, 1917, p. 334.)

Establishment and maintenance.—A town or incorporated village may establish and maintain public libraries for the use of its inhabitants, and may appropriate for suitable rooms and buildings and for the foundation of such a library a sum not exceeding three dollars for each ratable poll in the preceding year, and may also appropriate annually, for the maintenance of such library, such sum of money as the town or village may vote at its annual meeting.

Control.—A board of five trustees shall be elected at the annual meeting of the town or village. Term of office, five years.

VIRGINIA

(Code of Virginia, 1919, p. 1058-59.)

Establishment and maintenance.—Establishment by the council of any city or town is authorized, under regulations to be prescribed by such council. A tax may be levied annually. Maximum, one mill.

Control.—No provisions.

WASHINGTON

(Remington's *Compiled Statutes of Washington,* 1922. III:2031-37.)

Establishment and maintenance.—Establishment is authorized by a majority vote at any election, in any city, village, town, school district, or other body authorized to levy and collect taxes, either by itself or in connection with any other body authorized to maintain such library. Whenever twenty-

five taxpayers shall petition, the question of providing library facilities shall be voted on at the next election or meeting at which taxes may be voted, due public notice having been given. Taxes may be voted by any authority named above, and shall, unless otherwise voted, be considered as annual appropriations until changed by further vote. Any library thus established may be abolished only by a majority vote of the people at a regular annual election, ratified by a majority vote at the next annual election.

Establishment is authorized also by vote of the common council of any city or incorporated town.

The electors of each town have power, at their annual town meeting, to establish a town library and to raise a sum not exceeding three hundred dollars in any one year for its maintenance. (p. 3239.)

Control.—A board of five trustees, unless a larger number be voted, shall be elected by the legal voters, except that in cities and incorporated towns they shall be appointed by the mayor with the consent of the council. Term of office, five years. No person shall be ineligible by reason of sex.

Extension of service.—The board of trustees of any free library may, under such rules and regulations as it may deem necessary and upon such conditions as may be agreed upon, allow nonresidents to use the books therein; and any such board may contract with the board of commissioners of the county in which the library is situated or of any neighboring county, village, town or city to loan the books of said library to the residents of such county, village, town or city upon terms agreed upon. (p. 2034.)

WEST VIRGINIA

(West Virginia Code, 1923, p. 987-88.)

Establishment and maintenance.—Establishment by the municipal authority is mandatory in any municipality, on sub-

mission of the question to the voters at a general or a special election, if a majority of the voters voting thereon authorize establishment and a tax levy. The question may be thus submitted to the voters by the municipal authority, and must be submitted on petition of twenty per cent. of the qualified resident voters. A tax may be levied annually. Maximum, one and one-half cents on each hundred dollars.

Control.—The chief executive of the municipality shall appoint a board of six directors. Term of office, three years. No person shall be ineligible to serve on said board by reason of sex. The chief school officer of each municipality establishing a public library shall be *ex officio* a member of its library board in addition to the six directors provided for.

WISCONSIN

(Wisconsin Statutes, 1925. I:511-17.)

1. Cities of the first class.

Establishment and maintenance.—Establishment is authorized in any city of the first class.

Control.—The public library board shall consist of nine members, consisting of the president of the school board and the city superintendent of schools, *ex officiis,* and seven members appointed by the mayor. Three of the appointive members shall be selected from among the aldermen holding four-year terms, who shall serve on the board during their terms as aldermen. Term of office of other appointive members, four years.

2. Cities of the second, third, or fourth class; villages; towns; counties.

Establishment and maintenance.—Establishment is authorized in any city of the second, third, or fourth class, and in any village, town, or county. A tax may be levied or money may be appropriated annually.

Control.—In cities of the second or third class the library board shall consist of eight appointive members; in cities of the fourth class, of six appointive members; in villages, towns, or counties, of four appointive members. Members shall be appointed by the mayor or other executive head, with the approval of the municipal governing body. They may be of either sex. Term of office, three years. The superintendent or other supervisor of schools of the municipality, and, in cities under the commission form of government, one of the commissioners, shall be an additional member of the board. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

In any city of the second or third class the common council may, by a two-thirds vote, reduce the number of appointive members to six.

WYOMING

(Wyoming Compiled Statutes, 1920, p. 420.)

Establishment and maintenance.—All incorporated cities or towns having more than 5,000 inhabitants, which have or may hereafter receive, by donations, buildings to be used as public libraries and which buildings have been or may be maintained, cared for, and kept in repair by the county in which they are situated, shall have the authority to make provision for a part of the maintenance, care or expenses of said building when the council of said city or town may deem it advisable or necessary, and may make an appropriation of such amount as they may deem necessary or proper for such purpose. The expense which may be incurred in the manner provided by this section shall be paid out of the general fund of any such city or town.

Control.—No provisions.

II. SCHOOL DISTRICT PUBLIC LIBRARIES

CALIFORNIA

(General Laws of the State of California, 1923. Part II:3067-74.)

Establishment and maintenance.—Any union high school district may establish a public library, on petition of fifty or more taxpayers and residents, on presentation of which an election must be called, for the determination of the question, by the board of supervisors of the county in which the district is located. If two-thirds of the votes cast at such election are in favor, a union high school library district shall be established and a special tax shall be levied at the time of levying county taxes, sufficient in amount to maintain the library.

A district may at any time be dissolved upon the vote of two-thirds of the qualified electors, at an election called by the library trustees.

Control.—The trustees of the district shall serve as a board of library trustees for the union high school district library. All libraries established under this act shall be open for the use of the public at all reasonable times.

COLORADO

(Compiled Laws of Colorado, 1921, p. 2117-18.)

The school board of any district may include in its annual certified statement to the board of county commissioners of the amount of money needed for the schools of the district, an item for the purchase of books for a library to be open to the public under such rules as the district board may deem needful for the proper care of said library; but no levy made for this purpose shall exceed one-tenth of one mill.

CONNECTICUT

See page 269 for law authorizing establishment in any town, city, borough, fire district, or incorporated school district.

DELAWARE

(Revised Statutes of the State of Delaware, 1915, p. 433-40.)

Establishment and maintenance.—Any single, united, consolidated or incorporated school district is authorized to establish and maintain a free public library, with or without reading room, provided either, that at a special election a majority of the qualified electors voting shall vote in favor of such establishment, or that a specified sum be donated, or the payment of such sum guaranteed.

The school districts of the state are divided into seven classes, according to the sums which the boards of education or the school committees of the several districts are authorized to raise by taxation annually for current school expenses. The amounts which shall be annually raised by taxation for any district public library are as follows: districts of the first class, not less than $500 and not more than $1,000; second class districts, not less than $150 and not more than $400; third class, not less than $100 and not more than $300; fourth class, not less than $75 and not more than $200; fifth class, not less than $50 and not more than $150; sixth class, not less than $40 and not more than $100; seventh class, not less than $25 and not more than $75.

On petition of twenty electors in districts of the first or second class, or of ten electors in districts of the third, fourth, or fifth class, or of five electors in districts of the sixth or seventh class, a special election shall be held. If a majority of the votes cast are in favor of establishment of a library, the board of education or the school committee of

the district is authorized, empowered and required to raise by taxation annually, for the establishment and maintenance of such library, a sum determinable by the class in which such district belongs. Any district in which a library has been established as aforesaid, may fix any sum (not less than the minimum sum required to be raised in a district of its class) to be levied and raised for the maintenance and increase of the library during the ensuing year; the vote to fix any sum shall be by ballot; and a majority of the ballots cast at such election shall determine the question.

Whenever the board of education or school committee of a district shall be guaranteed, for the maintenance and support of a free public library in such district, for each year for the three years next ensuing, a sum equal to the minimum amount required to be raised by a district of its class, the library shall be declared to be established therein.

Any two or more school districts may unite for the purpose of establishing a library, on petition of at least five qualified electors in any district, followed by a special election to determine the question. If a majority of the votes cast at such election are in favor of uniting and establishing a library, the said districts shall be united, and shall be considered as belonging to the class to which any one of them alone would have belonged.

Control.—Every school district which shall establish a free public library shall annually elect members of a school district library commission, for terms of three years. (The first members shall be named by the board of education or school committee.) In districts of the first or second class the number of members shall be nine; in districts of the third or fourth class, five; in districts of the fifth, sixth, or seventh class, three. Members of the board of education or the school committee, and persons of either sex, are

eligible. The treasurer of the school district shall be the treasurer of the commission. Failure to attend three successive meetings of the commission shall, at the option of the commission, be deemed a vacancy.

IDAHO

(Compiled Statutes of Idaho, 1919. I:294-96.)

Establishment and maintenance.—On petition of twenty electors of any school district in which is situated no incorporated town or village, the question of establishing a public library shall be submitted to a vote at the first election held to elect a member or members of the board of district trustees. If a majority of the votes cast are in favor of establishment, the trustees may annually levy a tax for such library. Maximum, one mill.

Control.—All boards of school trustees, acting under the provisions of this section, shall perform the same duties required of, and have the same power and authority granted to the common council of a city or village under like conditions. (See page 270.) The treasurer of such board of trustees shall perform the duties of treasurer for the public library.

IOWA

(Code of Iowa, 1924, p. 564.)

Establishment by contract.—The board of directors of any school corporation in which there is no free public library may contract with any free public library for the free use of such library by the residents of such school district, and pay such library the amount agreed therefor as provided by law. During the existence of such contract, the board shall certify annually a tax sufficient to pay such library the consideration agreed upon, not exceeding one mill.

MICHIGAN

(Compiled Laws of Michigan, 1915. II:2174-78.)

A library may be maintained in each organized township

or city which shall be the property of the township or city and under the control of the township board of said township or the board of education of the village or city. If in the judgment of the township board the people will be better served by disposing of said library to the several school districts of the township, the board may take such action. When any township has been organized as a township school district the control of the township library shall pass from the township board to the board of education of such township.

Any school district, by a majority vote at any meeting, may establish a school district library and such district shall be entitled to its just proportion of books from the library of any township in which it is wholly or in part situated, to be added to the district library, and also to its equitable share of any library moneys remaining unexpended in any such township or townships at the time of the establishment of such district library or that shall thereafter be raised by taxes or shall be apportioned to the township for library purposes.

The district board of any school district or the board of education of any township, school district, village or city in which a library may be established under this act, shall have charge of such library.

The voters of each township at any annual township meeting may vote a tax for the support of libraries established under this act, and the qualified voters of any school district in which a district library shall be established may, at any annual meeting, vote a district tax for the support of said district library.

The board of education of any school district of the third class is authorized to establish and maintain or continue a library or art museum for the public schools of the district.

For this purpose said board of education may appoint librarians and hire other employes for such library or museum and fix their salaries, may purchase such books and apparatus as may be necessary, and may include in the general budget for the purpose of the schools such sums as may be necessary for the maintenance and support of any such library or art museum, and may appoint a board of library commissioners of not to exceed seven persons. Such library board shall have control and direction of the public library or libraries in such district subject to the approval of the board of education therein. *(Public Acts of Michigan,* 1923. p. 292-93.)

NEBRASKA

(Compiled Statutes of Nebraska, 1922, p. 1068.)

Any school district at its annual meeting by a majority vote may authorize the school board to contract for the use of a public library by the inhabitants of the district.

NEVADA

See pages 288-89 for law permitting establishment in cities, towns or school districts.

NEW YORK

See page 292 for law authorizing establishment in any county, city, village, town or school district.

OHIO

(General Code of Ohio, 1921, p. 1715-16; *Legislative Acts,* 1921, p. 237.)

Establishment and maintenance.—The board of education of any city, village, or rural school district may establish and maintain a public library.

The board of library trustees shall annually certify to the board of education the amount of money needed for the library during the ensuing year. The board of education

annually shall levy a tax of not to exceed one and one-half mills for such library purposes.

Control.—The board of education shall appoint a board of library trustees, consisting of seven members. No one shall be eligible to membership on such board who is or has been for a year previous a member or officer of the board of education. The term of office shall be seven years.

OREGON

(Oregon Laws, 1920. II:2262.)

Any school district may through its board of directors contract with existing free public libraries for service and may levy a special tax or appropriate money to meet the terms of such contract.

PENNSYLVANIA

(Digest of Pennsylvania Statute Law, 1920, p. 489-90.)

Establishment and maintenance.—The board of school directors in any school district may annually appropriate for the support and maintenance of any public school library in the district, out of its annual school taxes, such sums as it may deem proper, not exceeding one mill.

Control.—In each school district in which a public school library is established such library may be under the management and supervision of the board of school directors of the district or of a board of seven library trustees, as the board of school directors may determine. If such board is chosen it shall be constituted as follows: five trustees, not members of the board of school directors, shall be elected by a majority vote of the board of school directors from the school district at large, with the president of the board of school directors and the district superintendent, or, if there is no district superintendent, the vice-president of the board of school directors. Term of office, five years.

Establishment by contract.—Instead of establishing a separate public school library, any board of school directors may by a two-thirds vote join with or aid any individual or association in establishing and maintaining a library under written agreement.

Joint establishment.—Two or more school districts may unite in establishing or maintaining a public school library.

WASHINGTON

See page 302 for law authorizing establishment in any city, village, town or school district.

III. COUNTY LIBRARIES

ALABAMA

(Code of Alabama, 1923. I:930-31.)

Establishment and maintenance.—The governing board of any county may establish and maintain or aid in establishing and maintaining free public libraries, either separately or in connection with free public libraries or subscription libraries already established therein, or in connection with the public schools, and may make appropriations in support thereof not to exceed five thousand dollars annually. Counties of 150,000 inhabitants may appropriate annually a sum not to exceed ten thousand dollars.

Establishment by contract.—In counties where free public libraries are already established and in operation, a separate county library board shall not be appointed, but the county libraries and the appropriations authorized shall be administered by the governing board of such public library, on such terms as may be agreed upon.

Control.—A county library board is created, consisting of the probate judge, as chairman, and the county superintendent of education, both *ex officio,* and three others to be elected by them.

CALIFORNIA

(General Laws of the State of California, 1923. Part I :982-92.)

Establishment and maintenance.—The board of supervisors of any county may establish at the county seat a county free library for that part of such county lying outside of incorporated cities and towns maintaining free public libraries, and outside of library districts maintaining district libraries, and for all such additional parts of such county as may elect to become a part of, or to participate in, such county free library system [see below, under *Extension of service*]. Notice shall be published of such contemplated action at least once a week for two successive weeks.

For a library so established a tax shall be levied annually, not to exceed one mill, on all property in such county outside of incorporated cities and towns maintaining free public libraries, and library districts maintaining district libraries, and on all property within such cities, towns, and library districts which have elected to become a part of such county free library system.

A county free library may be dis-established in the same manner as it was established, by action of the board of supervisors, after notice of the contemplated action has been published at least once a week for two successive weeks.

Control.—When a county free library has been established, it shall be under the general supervision of the county board of supervisors, which shall have power to make general rules and regulations regarding the policy of the library. The county free libraries of the state shall be under the general supervision of the state librarian.

Establishment by contract.—Instead of establishing a separate county free library, a county may enter into a contract with the free public library of any incorporated city or town,

whereunder such library shall assume the functions of a county free library, and the county may pay annually into the library fund of such city or town such sum as may be agreed upon.

Either party to such contract may terminate the same by giving six months' notice of intention to do so.

Extension of service.—After the establishment of a county free library, any incorporated city or town in the county maintaining a free public library, or any library district maintaining a district library, may become a part of the county free library system, and thereafter shall be entitled to the full benefits of such library and shall be liable to taxes levied for county free library purposes. Such affiliation may be terminated at any time by the legislative body of such city, town, or library district, after notice of the contemplated action has been published, at least once a week, for two successive weeks.

Any county wherein a county free library has been established may enter into contracts with any incorporated city or town maintaining a free public library, to secure to the residents of such city or town full privileges of the county free library, or such privileges as may be agreed upon, on such consideration as may be agreed upon, to be paid into the county free library fund.

Any county wherein a county free library has been established may enter into contracts with any other county to secure to the residents of such other county such privileges of the library as may be agreed upon, on such consideration as may be agreed upon, to be paid into the county free library fund. Such other county shall have power to levy a library tax (within a maximum of one mill) for the purpose of carrying out such contract. Such other county may at any time establish a county free library, upon the establishment of

which the contract may be continued or may be terminated on such terms as may be agreed upon.

ILLINOIS

(Smith-Hurd, *Revised Statutes of Illinois,* 1925. p. 1617-18.)

Establishment and maintenance.—On petition of not less than one hundred legal voters of any county, the question of establishing a public county library system shall be submitted to the voters of the county at a special election called for the purpose or at a regular general election. If a majority of the votes cast at such election are in favor of establishment, the governing board of the county shall establish a public county library system, and an annual tax of not to exceed one and one-third mills shall be levied.

Establishment by contract.—Instead of establishing a separate library, the governing board of the county may, if it is deemed advisable, contract with an existing library in the county to establish, equip and maintain a public county library system. No such contract shall be made unless the contracting library shall be approved by the Illinois Library Extension Commission. [This commission, since the enactment of this law, has been abolished, and all powers and duties previously exercised by it are now vested in the state librarian.] The making and performance of any such contract shall be under the supervision of the governing board of the county.

Control.—The public county library system, except in counties where such a system is maintained by contract with an existing library, shall be under the direct supervision and control of a county library board. This board shall consist of five members, who shall be appointed by the governing board of the county, for terms of five years.

Extension of service.—In establishing, equipping, and

maintaining branches or stations of the county library, the county library board may, if it is deemed advisable, contract with existing libraries to serve as such branches or stations.

INDIANA

(Burns-Watson, *Annotated Indiana Statutes,* 1926. III:133-40.)

Establishment and maintenance.—The county commissioners of any county in which there is no free public tax-supported library in any city or town may establish a county public library, and may levy a tax of not less than one-tenth [*sic*] of a mill nor more than one mill.

On petition of twenty-five resident freeholders of each township in the county not already taxed for library purposes, the county commissioners shall establish such library and levy such tax. (Sect. 9702.)

It shall be the duty of the county library board, as organized under any section of this act, to determine annually the rate of taxation that shall be necessary to establish, increase, equip and maintain the public library, and to certify the same to the board of county commissioners and to the county auditor; provided, that such levy shall not be less than two-tenths [*sic*] of a mill and not more than one mill. The tax thus certified shall be collected as other county taxes are collected. (Sect. 9707.)

Control.—The county commissioners, the county superintendent of schools, and the judge of the circuit court shall each appoint three members, one of whom in each case shall be a woman, as members of a county library board, for terms of two years. Not more than four of the appointees shall reside in any one township. All persons appointed shall have resided for a period of not less than one year, immediately preceding their appointment, in the county for

which they are appointed, and shall not be less than twenty-five years of age. (Sect. 9702.)

County aid to city or town library.—On consent of the library board of any public library in any city or incorporated town to make such library open and free to all the people of said county not already having free library privileges, on condition of the said county contributing to the support of such public library, the board of county commissioners may make an annual appropriation and levy a tax of not less than one-tenth of a mill and not more than one mill on the property of any city or incorporated town in the county, not already taxed for public library purposes, to be paid to the treasurer of such city or town as a part of its library fund. On petition of twenty-five resident freeholders of each township of such county, not already taxed for public library purposes, the county commissioners shall levy such tax and make such payment. Such tax shall be continued so long as 10 per cent. of the inhabitants of the districts so taxed, outside the limits of said city or town, are users of said library. When less than 10 per cent. of the inhabitants use the library, the board of county commissioners may, at its discretion, continue the tax. (Sect. 9705.)

If such tax is levied, the board of county commissioners and the county superintendent of schools shall each appoint two persons, one of whom in each case shall be a woman, and all of whom shall reside in some part of the county outside of the city or town in which such library is located, as members of the library board of such library. Appointments shall be made for a term of two years. The members so appointed shall have the same qualifications and equal authority with other members of the public library board in the levying and expending of all county taxes, and in the maintaining of library service to the inhabitants of the county

outside of the city in which the library is situated. (Sect. 9706.)

Combination of city and county libraries.—In any county in which there shall hereafter be established a county library, the library board of any existing public library, in any incorporated town or city, or of any township or townships, may, with the consent of the county library board, pay over to the county library board its income from all sources, on condition that said county library board shall have full power in the management of such city or town or township library, and shall maintain such library as a branch of the county library. Such library shall remain a part of such county library as long as 10 per cent. of the inhabitants of such city, town, or township shall be users of the county library through said branch. (Sect. 9708.)

IOWA

(Code of Iowa, 1924, p. 747.)

Establishment by contract.—The board of supervisors of any county shall have power to contract with any free public library in the county for the free use of the books thereof by the residents of the county outside of cities and towns, and to levy annually on the property outside of cities and towns a tax of not more than one mill. Such contracts shall remain in force until terminated by vote of the electors.

KANSAS

(Revised Statutes of Kansas, 1923, p. 312-13.)

Establishment and maintenance.—The board of county commissioners of any county shall have power to establish and maintain a county free public library, or to contract for the use of a public library already established, provided that: Before establishing such library or upon petition of 10 per cent. of the taxpayers of the county, the board of county

commissioners at the next general election shall submit to the voters of the county resident in cities or townships not already maintaining a public library by public tax, the proposition to establish and maintain a county free public library. If a majority of the votes cast are in favor, the board of county commissioners shall establish such library and shall levy annually a county library tax of not more than one-half mill.

Such levy shall exclude all property within the limits of any city or township which already maintains a library, unless such city or township by formal action of its library board and its governing body shall have given notice that it desires to participate in the county library and to pay the same county library tax as other parts of the county pay.

The county library board shall annually certify to the board of county commissioners the amount of county library levy deemed necessary for the ensuing year, and the board of county commissioners shall levy the county library tax within the maximum provided by this act.

Establishment by contract.—The board of directors of a county free public library may contract with any existing city or township public library within said county or in an adjacent county, or with the county free public library of an adjacent county, for the furnishing of library service to the inhabitants of said county to the extent and upon such terms as may be agreed upon.

Control.—The board of county commissioners shall appoint a county library board of three members, no one of whom shall be a member of the board of county commissioners, for terms of three years.

Extension of service.—The board of directors of a county free public library may contract to furnish library service to the free public library of any city or township in said county or in an adjacent county, or to any school district in

an adjacent county, or to the county free public library of an adjacent county, to the extent and upon such terms as may be agreed upon.

KENTUCKY

(Carroll, *Kentucky Statutes,* 1922, p. 466-69.)

Establishment and maintenance.—On petition of twenty-five resident freeholders of each magisterial district in the county not already taxed for library purposes, the fiscal court of any county in which there is no free public tax supported library in any city or town may establish a county public library, and may levy a tax of not less than five-tenths of a mill nor more than one mill. The county library board shall determine annually the rate of taxation necessary to establish and maintain the library, and shall certify the same to the fiscal court, provided that such levy shall be not less than five-tenths of a mill and not more than one mill. When the levy for such public library purposes shall be thus certified it shall be collected as other county taxes are collected.

Establishment by contract.—On consent of the library board of any public library established in any city or incorporated town to make such library open and free to all the people of the county not already having free library privileges, on condition of the county contributing to the support of such public library, and on petition of twenty-five resident freeholders of each magisterial district of such county not already taxed for public library purposes, the fiscal court may make an annual appropriation and levy a tax of not less than five-tenths of a mill and not more than one mill, on the property of any city or incorporated town in the county not already taxed for public library purposes. The tax so collected shall be paid into the library fund of the city or town where such library is located.

Said tax shall be continued so long as 10 per cent. of the

inhabitants of said county outside the limits of said city or town are users of such library. When less than 10 per cent. of the inhabitants are users of the library, the fiscal court may, in its discretion, continue the tax specified.

If such tax be levied, the fiscal court shall appoint two persons, one of whom shall be a woman, residing in some part of said county outside the limits of the city or town in which the library is located, as members of the library board of such library, for terms of two years. The county superintendent of schools also shall appoint two members, with the same qualifications, for a period of one year and three years respectively. The members so appointed shall have equal authority with other members of the public library board in the levying and expending of all county taxes and in maintaining library service to the inhabitants of the county outside the city in which such library is situated.

Control.—The fiscal court shall appoint two members, one of whom shall be a woman, to the county library board for a term of one year; the county superintendent of schools shall appoint two members, one of whom shall be a woman, for two years; and the judge of the county court shall appoint three members, one of whom shall be a woman, one for one year, one for two years, and one for three years. Not more than two of the appointees shall reside in the [same] magisterial district. All appointees shall have resided for a period of not less than one year immediately preceding their appointment in the county for which they are appointed, and shall not be less than twenty-five years of age.

Extension of service.—The library board of any existing public library in any incorporated town or city or any magisterial district, may, with the consent of the county library board, pay over to the county library board its income from

all sources, on the condition that said county library board shall maintain such city, town or magisterial district library as a branch of the county library.

Such library shall remain a part of such county library as long as 10 per cent. of the inhabitants of such city, town or district are users of the county library through such branch.

LOUISIANA

See page 280 for law permitting establishment in any political subdivision of the state.

MARYLAND

(Annotated Code of the Public General Laws of Maryland, 1924. II:2496-99.)

Establishment and maintenance.—The board of county commissioners of any county shall have power to establish and maintain a central free public library at the county seat, with necessary branches, and for this purpose may levy an annual tax not exceeding five cents on each hundred dollars.

Control.—The board of county commissioners shall appoint a board of nine directors, for terms of six years.

MICHIGAN

(Annotated Supplement of the Laws of Michigan, 1922, p. 197.)

Establishment and maintenance.—The board of supervisors of any county shall have power to establish a public library, and for this purpose may annually levy a tax of not more than one-half mill.

Control.—There shall be a library board of five members, consisting of the county commissioner of schools, *ex officio,* and four other members to be appointed by the county board of supervisors. Term of office, four years.

Establishment by contract.—The board of supervisors may contract for the use of a public library already estab-

lished therein to furnish library privileges to the people of the county under such terms as may be agreed upon. For the purpose of fulfilling such contract the board may annually levy a tax of not more than one-half mill. Such county library fund shall be administered by the board having control of the existing library, and there shall be an advisory board consisting of the county superintendent of schools, *ex officio,* and two other members to be appointed by the board of supervisors for terms of two years.

MINNESOTA

(General Statutes of Minnesota, 1923, p. 96-97.)

Establishment and maintenance.—The board of county commissioners of any county is authorized to establish and maintain, at the county seat or any other city to be determined by them, a public library, and may levy a tax, as a library fund, not to exceed one mill on property outside of any city or village wherein a free public library is located, or which is already taxed for the support of any such library. If such library be not otherwise established, on petition of one hundred freeholders the board of county commissioners shall submit the question to the voters at the next county election. If a majority of the votes cast are in favor, the board of county commissioners shall establish the library, and levy a yearly tax for its support, within the specified limit.

Control.—If there is no free library in such county available for use as a central library of the county system, the board of county commissioners shall appoint a board of five directors, for terms of three years.

Establishment by contract.—If there is a free public library in the county, the board of county commissioners shall contract with the board of directors of such library for the use of such library by all residents of the county, and may place under the supervision of the said library board the

county library fund, to be spent by said board for the extension of the free use of said library to all residents of the county. If there is more than one such free public library in the county the board of county commissioners may contract with one or all of such library boards for such free service if in its judgment advisable.

MISSISSIPPI

(Annotated Mississippi Code, 1921 Supplement, p. 325.)

The board of supervisors of any county whose total assessed valuation in the year 1919 was more than $18,000,000 is empowered to appropriate a sum not to exceed three thousand dollars per annum toward the support of one or more public libraries in said county.

The board of supervisors of any county is authorized to appropriate a sum not exceeding three hundred dollars a year toward the support and maintenance of one or more public libraries. *(Laws,* 1924, p. 313-14.)

MISSOURI

(Laws of Missouri, 1921, p. 462-67.)

Establishment and maintenance.—On petition of one hundred taxpaying citizens of any county, outside of cities and towns maintaining a public library, specifying a rate of taxation not to exceed two mills, the question shall be submitted to a vote at the next annual election. If the majority of all the votes cast are in favor, a county library district shall be established, and the tax specified shall be levied.

Such taxes shall cease, in case the voters of any such district shall so determine by a majority vote at any annual election.

Control.—A county library board shall be created, which shall consist of the county superintendent of schools, *ex*

officio, and four other members to be appointed by the county court for terms of four years.

Establishment by contract.—The county library board may contract with the body having control of a public library for assistance in the organization of a free county library, or it may contract with the body having control of a public or school library already established within a county, or any other library within the state, to furnish library service to the people of said county library district. In case a contract shall be made for services by any library, it shall be the duty of the county library board to advise and consult with the board controlling said library, with regard to the management of the county library.

Extension of service.—After establishment of a free county library, the legislative body of any incorporated city or town in the county may, after petition and election as provided for the establishment of a county library, and after approval by the directors of the county library, become a part of the county free library system, and shall thereafter be entitled to the benefits thereof and shall be liable to taxes levied for free county library purposes. The legislative body of such incorporated city or town may at any time notify the county court that such city or town no longer desires to be a part of the county free library system, and with the close of the next succeeding full fiscal year such city or town shall cease to be a part thereof.

MONTANA

(Revised Codes of Montana, 1921. I:1704-07.)

Establishment and maintenance.—On petition of not less than 20 per cent. of the resident taxpayers, at least half of whom shall reside outside of the county seat, the county commissioners shall hold a public hearing, after notice of the contemplated action has been published for four succes-

sive weeks, and may at their discretion establish at the county seat a county free library. The board of county commissioners may annually levy a special tax, not to exceed one mill, for the purpose of maintaining the county free library.

After the establishment of a county free library, the legislative body of any incorporated city or town in the county may withdraw such city or town from the county free library system by notifying the board of county commissioners, after notice of the contemplated action has been published at least once a week for four successive weeks. Such city or town shall then cease to participate in the benefits of the county library and shall not be liable to taxes levied for county free library purposes.

Control.—The county free library shall be under the general supervision of the board of county commissioners.

Establishment by contract.—Instead of establishing a separate county free library, the board of county commissioners may enter into a contract with the free public library of any incorporated city or town, whereby such library shall assume the functions of a county free library, and the board of county commissioners may pay into the library fund of such city or town such sum as may be agreed upon. Either party to such contract may terminate the same by giving six months' notice of intention to do so.

A county free library may be dis-established by the board of county commissioners, at a public meeting, on petition of not less than 10 per cent. of the qualified voters, by publishing notice of the contemplated action for at least four weeks, provided that an interval of three months shall elapse between such action and the dis-establishment.

NEBRASKA

(Compiled Statutes of Nebraska, 1922, p. 1065-69.)

Establishment and maintenance.—The county board of

any county may establish a public library, and may levy a tax annually therefor of not more than five mills, omitting all property in any city, village or township which already maintains a library by public tax; provided, the county board shall first submit the question to the voters of the county, and a majority of the votes cast shall authorize the establishment of such library and the levying of the tax.

Control.—The county board shall appoint a library board of five members, for terms of five years, no member of which shall be a member of the county board.

Establishment by contract.—The library board of any public library may contract with the city council of any city, with the trustees of any incorporated village, with the county board of the county in which such library is located or of any adjacent county, or with the directors of any school district, to furnish the use and privileges of their library to the inhabitants of such city, village, county, township, or school district to the extent and upon such terms as may be agreed upon.

NEVADA

(Statutes of Nevada, 1925, p. 331-32.)

Establishment and maintenance.—The county commissioners of any county are empowered to set apart the sum of fifteen hundred dollars annually, for the establishment or maintenance of a free public library in the county seat.

Control.—The county board of education, when notified by the board of county commissioners, shall appoint three persons as library trustees, for terms of three years. If there is no county board of education the board of county commissioners shall make the appointments.

NEW JERSEY

(Cumulative Supplement to the Compiled Statutes of New Jersey. 1910. I:784-86.)

Establishment and maintenance.—When the provisions of this act are assented to by a majority of the legal voters of the county at any election, there shall be established in each county of the state, by the board of chosen freeholders, a free public library to be known as the Free County Library. On petition of not less than three hundred qualified voters the provisions of this act shall be submitted to the voters at any general or special election. If a majority of the votes cast are in favor, the act shall be adopted. Such library shall be established for such subdivisions of the county as do not maintain and control free public libraries. Any municipality of the county maintaining a public library may, on application to the county library commission, be included in the county library system, and thereupon shall be subject to all provisions of this act.

The board of chosen freeholders shall annually levy a sum sufficient for the establishment and thereafter for the maintenance and upkeep of such library, not less than one-fifth of a mill.

Control.—Unless the board of chosen freeholders should enter into contract with an existing library, they shall appoint a county library commission of five members, for terms of five years.

Establishment by contract.—Upon adoption of this act, the board of chosen freeholders may contract with any existing library within the county for the establishment and maintenance of the county free library.

NEW MEXICO

(Laws of New Mexico, 1925, p. 83-84.)

The governing body of any municipal school district may include in its estimate for school maintenance a request for an allowance for the support of free public library service available to the residents of the county in co-operation with

other library agencies. The county board of education is also authorized to include a similar request in the estimates for the county administrative fund. The School Budget Commissioners are authorized to comply with such requests and to fix the amount of such allowance or allowances.

NEW YORK

(Cahill's *Consolidated Laws of New York*, 1923. p. 527-30.)

Establishment and maintenance.—By a majority vote of any election, or by vote of its board of supervisors, any county may establish a county public library, and may levy annually a tax of not more than one mill nor less than one-third of a mill. If the assessed valuation of the county is less than one hundred million dollars the tax shall not be less than one-half mill. On petition of twenty-five taxpayers, the question of providing library facilities shall be voted on at the next election at which taxes may be voted.

The chief administrative office of a county public library shall be located in the county seat unless another city or village in the county exceeds the county seat in population by more than 20 per cent., in which event the library shall be permanently located in the largest city of the county.

Any incorporated city, village, town or school district contributing to the support of a free library to an amount equivalent to that which would be raised under the proposed county tax, may by majority vote at election or at a meeting of the electors, or (in cities) by vote of the common council, claim exemption from such county library tax. Such municipality shall not participate in the benefits of such county public library unless by contract, or until it shall elect to be included in the county library tax levy.

Any library may be dis-established by majority vote of the electors.

Control.—See under "Municipal Libraries," page 293.

Establishment by contract.—In lieu of establishing and maintaining a county public library, a county may enter into a contract for library service with any free library registered by the regents, upon such terms and conditions as may be agreed upon.

NORTH CAROLINA

(Consolidated Statutes of North Carolina, 1920. I:556, 568.)

Establishment by contract.—The boards of commissioners of the several counties have power, together with the county board of education of any county in which there is a public city or town library, to co-operate with the trustees of said library in extending the service of such library to the rural communities of the county, and to appropriate out of the funds under their control an amount sufficient to pay the expense of such library extension service.

OHIO

(General Code of Ohio, 1921, p. 718, 798-99; *Legislative Acts,* 1921, 1923, 1925.)

Establishment and maintenance.—The county commissioners of any county may receive a bequest or gift of a building or of money or property wherewith to construct a building for, or to furnish and equip a county public library. They may accept the gift of a library or of its use for a term of years or permanently, and may agree to provide and maintain such library.

A library association or other organization, owning or controlling a library, or a board of trustees appointed by authority of law and controlling a library free to the whole or a part of a county, may contract with the county commissioners for the use thereof by the people of such county.

A county accepting such bequest or gift, or entering into such agreement, shall faithfully maintain and provide such

library, and may annually levy a tax, not to exceed a half-mill, as a library fund.

Control.—When a library has been established by a bequest or a gift, a board of six trustees shall be appointed, for terms of six years, by the judge of the court of common pleas of the county in which such library is situated. Not more than three of the members of such board shall be of the same political party.

2. County district libraries.

Establishment and maintenance.—A county library district may be created in any county, composed of taxing districts therein in which public library service supported in whole or in part by tax moneys is not furnished to the citizens thereof. On petition of not less than 10 per cent. of the electors residing in the territory comprising the proposed district, the question shall be submitted to the voters at the next regular or general election. If a majority of the votes cast are in favor, the district shall be created.

The board of library district trustees shall levy annually for district library purposes a tax of not less than two-tenths of a mill nor more than one mill.

Establishment by contract.—The county library district trustees may contract with one or more libraries within the county, or within any contiguous county, for the free use of such library or libraries by the people of the county library district. If such contracts are made with more than one library, the county district may be divided for such service. Contracts may be terminated by mutual agreement, or by either of the contracting parties on giving six months' notice before the beginning of the next ensuing tax year.

Control.—The management of the county library district service shall be vested in a board of five county library district trustees, of whom two shall be appointed by the com-

mon pleas judge or judges, and three by the commissioners of the county, for terms of five years.

Extension of service.—The trustees may contract to furnish library service to another county library district, or with the boards of education of school districts within their territory, to provide school library service. Such contracts may be terminated as provided above (see "Establishment by contract").

OREGON

(Oregon Laws, 1920. II:2259-65.)

Establishment and maintenance.—Any county shall have the power to establish a free public library by action of the county court or the board of county commissioners. A tax may be levied annually. The public library board shall file with the county each year a budget containing an estimate of the amount of money necessary for the use of such public library for the ensuing calendar year.

The central county library shall be located in the county seat, unless another city in the county exceeds such county seat in population by more than 20 per cent., in which event the library shall be located in the largest city of such county. When once located such central county library shall not be removed to another city by reason of change in population.

The common council of any incorporated city within such county, except the city in which a central county library is located, having a population of not less than 4,000 people, and maintaining a free public library by annual taxation to a total amount of not less than $2,000, may, upon majority vote of its members, after due notice has been given, and with the written consent of a majority of the members of the public library board of such city, claim exemption from such county library tax. The county court shall thereupon exempt the taxable property within the limits of such city

from the next annual county tax levy for county library maintenance, and such city shall not participate in the benefits of such county free library. Such exemption shall continue until such city shall annul such action.

Control.—A public library board of five members shall be appointed by the judge or other presiding officer of the county, and confirmed by the governmental body establishing such library. Term of office, four years.

Establishment by contract.—If there exists in any county a secular or nonsectarian library, owned and controlled by a society or a corporation, such county may, in lieu of establishing or maintaining a separate public library, enter into contract with such society or corporation for the purpose of providing the inhabitants of such county with the free use of the library upon such terms and conditions as may be agreed upon.

If there exists in the county seat of any county, or in the city in which a central county library might be located, a free public library which has been established by a city, in lieu of establishing a separate library the county may enter into contract with such public library for the purpose of providing the inhabitants of such county with the free use of such public library. Such contract shall provide for a definite apportionment of funds, for the marking, recording and segregation of books so that their separate ownership may be easily determined, for deposits of books in all incorporated cities in the county and for free transportation of books, upon request, to residents of the county who live outside incorporated cities.

PENNSYLVANIA

(Digest of Pennsylvania Statute Law, 1920. p. 1354-56.)

Establishment and maintenance.—See section on Municipal Libraries, page 297.

When the county commissioners of any county levy a tax for establishing and maintaining a library they are authorized to exempt from said levy all property in any municipality which is already levying a tax for a free library; provided, that the municipal authorities of such municipality may elect to join with the county in establishing and maintaining such library, in which case the free library in such municipality shall become a part of the county library system.

SOUTH CAROLINA

(Code of Laws of South Carolina, 1922. III:1338-41.)

Establishment and maintenance.—Establishment is mandatory in any county, or in any township in any county, on petition of one-fourth of the qualified electors and a majority vote in favor at a special election. A tax shall be levied annually. Maximum, two mills. The library trustees shall certify to the county auditor the amount needed for establishment and maintenance of the library within this maximum. Such amount shall be levied and collected annually until it is increased, decreased, or repealed by the electors at an election called for the purpose.

Control.—The county board of education shall name five citizens as library trustees. Term of office, from two to ten years. No school trustee is eligible for appointment.

SOUTH DAKOTA

(South Dakota Revised Code, 1919. II:2578-79; *Session Laws,* 1921. p. 260-62.)

Establishment and maintenance.—On petition of at least 40 per cent. of the legal voters of any county, which petition shall be signed in at least 60 per cent. of the taxing districts of the county, the board of county commissioners is authorized and directed to establish a public library for the county.

The trustees shall annually certify to the board of county

commissioners an estimate of the necessary expense for maintenance of the library during the ensuing year, not to exceed one-half mill, and such tax shall be levied and assessed. Such levy shall omit any taxing district that may at the time be maintaining a free public library by taxation, and residents of any taxing district so omitted shall be entitled to the benefits of such county library only by complying with such rules and regulations as may be made by the county public library trustees and by payment of such fees and charges as may be required.

Control.—If there is no free public library in the county, suitable or available for use as a central library of the county system, the board of county commissioners shall appoint a board of county public library trustees, of five members, two of whom shall be women, and not more than one of whom shall be a member of the appointing body. Term of office, three years.

Establishment by contract.—In counties where there are one or more public libraries the board of county commissioners is authorized to take over the care and custody of the same upon such terms and conditions as may be agreed upon, and may contract with the library board for free service to all residents of the county upon such terms as may be agreed upon, for a term of five years. Such agreements may be renewed for terms of not less than five or more than ten years. If there is more than one such public library in the county the county commissioners may contract with each library board for such service if it deems it advisable. If no such agreements are made the board of county commissioners shall proceed to appoint a board of county public library trustees.

In case 20 per cent. or more of the cost of maintaining any library thus contracted with shall be borne by the coun-

ty, there shall be two members added to the board of trustees of such library, to be appointed by the county commissioners, to act upon county affairs in connection therewith.

TENNESSEE

(Public Acts of Tennessee, 1921, p. 152-60.)

Establishment and maintenance.—Establishment by the county court is authorized in any county. After establishment of a county library the county court shall annually levy a tax for its maintenance. Maximum, one mill. The levy shall include all property in the county outside of incorporated cities and towns and library districts maintaining public libraries, and all property within such cities, towns, and districts as have elected to become a part of the county library system.

Control.—On establishment of a library there shall be established a board of supervisors of the county free library, consisting of the judge or chairman of the county court, the clerk of the county court, and the mayor of the town which is the county seat of the county if incorporated, and if not, then the county trustee of the county. This board of supervisors shall elect from the county at large four persons, two of whom shall be women, to serve on the county library board, for terms of four years. The county superintendent of schools shall be a fifth member of this board. The county free library shall be under the general supervision of the county library board.

Establishment by contract.—Instead of establishing a separate library, the county library board may contract with the free public library of any incorporated city or town in the county, such free public library to assume the functions of a county library, and the county library board to pay annually into the library fund of such city or town such sum

as may be agreed upon. Either party to such contract may terminate the same by giving six months' notice.

Extension of service.—The legislative body of any incorporated city or town maintaining a free public library may become a part of the county free library system, and thereafter shall be entitled to the benefit of such library and the property of such city or town shall be liable to taxes levied for county free library purposes. Such city or town may at any time withdraw from the county library system, after at least six months' notice.

TEXAS

(Revised Civil Statutes of Texas, 1925. I:486-91.)

Establishment and maintenance.—The commissioners' court of any county may establish county free libraries for that part of such county lying outside of incorporated cities and towns already maintaining free public libraries, and for such additional parts of such county as may elect to become a part of or to participate in such county free library system. Establishment is mandatory on petition of a majority of the voters of the part of the county to be affected. The county library shall be located at the county seat, in the courthouse, unless more suitable quarters are available. After establishment of a library the commissioners shall annually set aside from the general tax fund of the county a sum sufficient for maintenance, not to exceed five cents on each hundred dollars, including all property outside of incorporated cities and towns already supporting a free public library, and all property within such cities or towns which have elected to become a part of the county free library system.

A library may be dis-established on petition of a majority of the electors.

Establishment by contract.—Instead of establishing a

separate library, on petition of a majority of the voters of the county the commissioners' court may contract for library privileges from some already established library, whereby such library shall assume the functions of a county free library and the commissioners' court shall pay annually into the library fund of said library such sum as may be agreed upon. Either party to such contract may terminate the same by giving six months' notice of intention to do so.

Control.—The county library shall be under the general supervision of the commissioners' court, and shall also be under the supervision of the state librarian.

Extension of service.—The legislative body of any incorporated city or town in the county, maintaining a free public library, may become a part of the county free library system, and its inhabitants shall be entitled to the benefits of such library, and the property within such town or city shall be included in computing the amount to be set aside as a fund for county free library purposes. But the legislative body of such city or town may at any time after two years notify the commissioners' court that such city or town no longer desires to be a part of the county free library system, and thereafter such affiliation shall cease; provided, that the legislative body give six months' notice of the contemplated action.

UTAH

(Laws, 1919, p. 245-48.)

Establishment and maintenance.—The county court may levy annually a tax not to exceed one mill on all taxable property in the county outside of cities exceeding 20,000 inhabitants, for the establishment and maintenance of county public libraries. Establishment is mandatory on petition of 10 per cent. of the taxpayers of the county outside of such cities. The amount accruing from this tax from munici-

palities maintaining free public libraries shall be turned over to their local boards.

The county library board shall annually determine the rate of taxation that shall be necessary for maintenance of the library and shall certify the same to the board of county commissioners, within a maximum of one mill.

Control.—The county commissioners shall appoint a board of five directors of the county library, consisting of one county commissioner, the mayor of the city in which the library is located, and three others. Term of office, three years.

VIRGINIA

(Acts of the General Assembly of Virginia, 1924. p. 12-13.)

Establishment and maintenance.—The board of supervisors of any county is authorized to appropriate from the general funds of the county a sum sufficient for the establishment and maintenance of a county free library, or, on petition of five per cent. of the qualified voters, may levy a tax for the establishment and maintenance of such library.

Control.—A board of five directors shall be appointed by the judge of the circuit court of the county. Term of office, four years.

Extension of service.—The board of directors shall have power to enter into contracts with the cities and towns in the county to provide county library service on such terms and conditions as shall be mutually acceptable; or two counties may contract for joint service.

WEST VIRGINIA

See page 303 for law governing public libraries in municipalities. The term "municipality" is used to include an incorporated city, a town, a county, and a school district.

WISCONSIN

(Wisconsin Statutes, 1925, p. 511-17.)

See page 304 for law authorizing establishment of a public library in any city of the second, third, or fourth class, and in any village, town, or county.

Any city, town, or village shall, on application, be exempted from the county library tax levy, provided it expends for a library fund a sum at least equal to the sum which it would have to pay toward the county levy.

The county board of any county having a population of 150,000 or more may establish and maintain a public library system for such county, and may for such purpose adopt, take over, and acquire any library or libraries already established, by consent of the authorities controlling such library or libraries; or may, by contract with any municipality within such county, extend the jurisdiction of any existing library board therein and provide for the maintenance of a county system of libraries by such municipality. The clerk of each such county shall submit annually to the county board a report showing the amount and proportion of the money expended by the county during the preceding fiscal year, for library purposes, in each town, village, and city. The county shall thereupon determine the proportionate amount to be raised and paid by each such municipality to re-imburse the county for the money so advanced. *(Wisconsin Statutes,* 1925, p. 515.)

Whenever the amount appropriated by any municipality, to secure service from the library of another municipality, is not less than one-sixth of the net income of that library, such municipality shall have representation on the board of such library.

WYOMING

(Compiled Statutes of Wyoming, 1920, p. 342-44.)

Establishment and maintenance.—When the county com-

missioners of any county have received proper and sufficient guarantees that a suitable place will be permanently furnished for the protection and use of a public library as a condition precedent to their own action, it shall be their duty to levy annually a tax of not less than one-eighth of a mill nor more than one-half of a mill for the establishment and maintenance of a public library to be located at the county seat of such county. And whenever a suitable place is furnished without rent for the use of any county library, the directors thereof shall have the power to pay such incidental expenses as may be necessary in keeping in repair and properly janitored, lighted, heated and cared for, the place so furnished, and to pay the expense thereof out of the taxes levied hereunder.

Control.—A board of three directors shall be appointed by the county commissioners. Term of office, three years.

APPENDIX

LIBRARIES MENTIONED IN VOLUME II

College and University Libraries

Agnes Scott College	Decatur, Ga.
Alabama College	Montevallo, Ala.
Alabama Polytechnic Institute	Auburn, Ala.
Amherst College	Amherst, Mass.
Arizona, University of	Tucson, Ariz.
Arkansas, University of	Fayetteville, Ark.
Bates College	Lewiston, Me.
Beloit College	Beloit, Wis.
Boston University	Boston, Mass.
Brown University	Providence, R. I.
Bryn Mawr College	Bryn Mawr, Pa.
Bucknell University	Lewisburg, Pa.
California, University of	Berkeley, Calif.
Carleton College	Northfield, Minn.
Catholic University of America	Washington, D. C.
Chicago, University of	Chicago, Ill.
Cincinnati, University of	Cincinnati, O.
Colby College	Waterville, Me.
Colgate University	Hamilton, N. Y.
Colorado, University of	Boulder, Colo.
Colorado College	Colorado Springs, Colo.
Colorado School of Mines	Golden, Colo.
Columbia University	New York City
Cornell College	Mount Vernon, Ia.
Cornell University	Ithaca, N. Y.
Creighton University	Omaha, Neb.
Dartmouth College	Hanover, N. H.
Des Moines University	Des Moines, Ia.
Dickinson College	Cumberland, Pa.
Emory University	Emory University, Ga.
Florida State College for Women	Tallahassee, Fla.
Georgia State College for Women	Milledgeville, Ga.
Goucher College	Baltimore, Md.
Hamilton College	Clinton, N. Y.
Harvard University	Cambridge, Mass.
Heidleberg University	Tiffin, O.
Indiana, University of	Bloomington, Ind.
Iowa, University of	Iowa City, Ia.
Kentucky, University of	Lexington, Ky.
Kenyon College	Gambier, O.
Lehigh University	Bethlehem, Pa.
Maine, University of	Orono. Me.

Miami University	Oxford, O.
Michigan, University of	Ann Arbor, Mich.
Michigan College of Mines	Houghton, Mich.
Middlebury College	Middlebury, Vt.
Mills College	Mills College, Calif.
Minnesota, University of	Minneapolis, Minn.
Mississippi, University of	University, Miss.
Missouri, University of	Columbia, Mo.
Montana, University of	Missoula, Mont.
Montana State College	Bozeman, Mont.
Mount Holyoke College	South Hadley, Mass.
New Hampshire, University of	Durham, N. H.
North Carolina, University of	Chapel Hill, N. C.
North Carolina College for Women	Greensboro, N. C.
North Dakota, University of	Grand Forks, N. D.
North Dakota Agricultural College	Fargo, N. D.
Northwestern University	Evanston, Ill.
Notre Dame, University of	Notre Dame, Ind.
Oberlin College	Oberlin, O.
Ohio State University	Columbus, O.
Ohio Wesleyan University	Delaware, O.
Oregon, University of	Eugene, Ore.
Oregon State Agricultural College	Corvallis, Ore.
Park College	Parkville, Mo.
Pennsylvania, University of	Philadelphia, Pa.
Pennsylvania State College	State College, Pa.
Pittsburgh, University of	Pittsburgh, Pa.
Pomona College	Claremont, Calif.
Princeton University	Princeton, N. J.
Radcliffe College	Cambridge, Mass.
Simmons College	Boston, Mass.
Smith College	Northampton, Mass.
Sweet Briar College	Sweet Briar, Va.
Tennessee, University of	Knoxville, Tenn.
Texas, University of	Austin, Tex.
Texas Agricultural and Mechanical College	College Station, Tex.
Texas Woman's College	Fort Worth, Tex.
Tufts College	Medford, Mass.
Union College	Schenectady, N. Y.
University of Southern California	Los Angeles, Calif.
Utah, University of	Salt Lake City, Utah
Vassar College	Poughkeepsie, N. Y.
Vermont, University of	Burlington, Vt.
Virginia, University of	Charlottesville, Va.
Wabash College	Crawfordsville, Ind.
Washington, State College of	Pullman, Wash.
Washington, University of	Seattle, Wash.
Washington and Jefferson College	Washington, Pa.
Washington and Lee University	Lexington, Va.
Washington University	St. Louis, Mo.

Wellesley College	Wellesley, Mass.
Wesleyan University	Middletown, Conn.
West Virginia University	Morgantown, W. Va.
Yale University	New Haven, Conn.

PUBLIC LIBRARIES

Akron, O.	Akron Public Library
Alameda County, Calif.	Alameda County Free Library
Albany, N. Y.	Albany Public Library
American Geographical Society	New York City
Ansonia, Conn.	Ansonia Library
Atlanta, Ga.	Carnegie Library of Atlanta
Bangor, Me.	Bangor Public Library
Battle Creek, Mich.	Battle Creek Public School Library
Bellingham, Wash.	Bellingham Free Public Libraries
Berkeley, Calif.	Berkeley Public Library
Beverly, Mass.	Beverly Public Library
Billings, Mont.	Parmly Billings Memorial Library
Binghamton, N. Y.	Binghamton Public Library
Birmingham, Ala.	Birmingham Public Library
Boise, Idaho	Carnegie Public Library
Boston, Mass.	Public Library of the City of Boston
Bridgeport, Conn.	Bridgeport Public Library
Bridgewater, Mass.	Bridgewater Public Library
Brockton, Mass.	Brockton Public Library
Brookline, Mass.	Brookline Public Library
Brooklyn, N. Y.	Brooklyn Public Library
Buffalo, N. Y.	Buffalo Public Library
Butte County, Calif.	Butte County Free Library
Cedar Rapids, Ia.	Cedar Rapids Public Library
Chattanooga, Tenn.	Chattanooga Public Library
Chicago, Ill.	Chicago Public Library
Chisholm, Minn.	Chisholm Public Library
Cincinnati, O.	Public Library of Cincinnati
Circleville, O.	Circleville Public Library
Cleveland, O.	Cleveland Public Library
Contra Costa County, Calif.	Contra Costa County Free Library
Council Bluffs, Ia.	Free Public Library
Dallas, Tex.	Dallas Public Library
Davenport, Ia.	Davenport Public Library
Dayton, O.	Dayton Public Library
Decatur, Ill.	Free Public Library
Denver, Colo.	Denver Public Library
Des Moines, Ia.	Des Moines Public Library
Detroit, Mich.	Detroit Public Library
Dubuque, Ia.	Carnegie-Stout Free Public Library

Duluth, Minn.	Duluth Public Library
East Cleveland, O.	East Cleveland Public Library
East Orange, N. J.	Free Public Library of East Orange
East St. Louis, Ill.	East St. Louis Public Library
El Paso, Tex.	El Paso Public Library
Enoch Pratt Free Library	Baltimore, Md.
Erie, Pa.	Erie Public Library
Evanston, Ill.	Evanston Public Library
Evansville, Ind.	Public Library of Evansville
Everett, Wash.	Everett Public Library
Fitchburg, Mass.	Fitchburg Public Library
Flint, Mich.	Flint Public Library
Forbes Library	Northampton, Mass.
Galesburg, Ill.	Galesburg Free Public Library
Galveston, Tex.	Rosenberg Library
Gary, Ind.	Gary Public Library
Glens Falls, N. Y.	Crandall Free Library
Grand Rapids, Mich.	Grand Rapids Public Library
Green Bay, Wis.	Kellogg Public Library
Grosvenor Library	Buffalo, N. Y.
Harrisburg, Pa.	Harrisburg Public Library
Hartford, Conn.	Hartford Public Library
Hibbing, Minn.	Hibbing Public Library
Houston, Tex.	Houston Public Library
Imperial County, Calif.	Imperial County Free Library
Indianapolis, Ind.	Indianapolis Public Library
Jacksonville, Fla.	Free Public Library
Jersey City, N. J.	Free Public Library
John Crerar Library	Chicago, Ill.
Joliet, Ill.	Joliet Public Library
Kalamazoo, Mich.	Kalamazoo Public Library
Kansas City, Mo.	Kansas City Public Library
Keene, N. H.	Keene Public Library
Knoxville, Tenn.	Lawson McGhee Library
La Crosse, Wis.	La Crosse Public Library
Library of Congress	Washington, D. C.
Logansport, Ind.	Logansport Public Library
Long Beach, Calif.	Long Beach Public Library
Los Angeles, Calif.	Los Angeles Public Library
Louisville, Ky.	Louisville Free Public Library
Madison, Wis.	Madison Free Library
Malden, Mass.	Malden Public Library
Marysville, Calif.	Marysville City Library
Mason City, Ia.	Mason City Public Library
Melrose, Mass.	Melrose Public Library
Memphis, Tenn.	Cossitt Library
Middleborough, Mass.	Middleborough Public Library
Minneapolis, Minn.	Minneapolis Public Library
Missoula, Mont.	Missoula Public Library
Montclair, N. J.	Free Public Library

Muncie, Ind.	Muncie Public Library
Muskegon, Mich.	Hackley Public Library
Muskogee, Okla.	Muskogee Public Library
Nashville, Tenn.	Carnegie Library
New Bedford, Mass.	Free Public Library
New Britain, Conn.	New Britain Institute
New Harmony, Ind.	New Harmony Workingmen's Institute
New Haven, Conn.	Free Public Library
New Orleans, La.	New Orleans Public Library
New Rochelle, N. Y.	New Rochelle Public Library
New York City	New York Public Library
Newberry Library	Chicago, Ill.
Newport, R. I.	People's Library
Newton, Mass.	Newton Free Library
Norwood, Mass.	Morrill Memorial Library
Oakland, Calif.	Oakland Free Library
Ogdensburg, N. Y.	Ogdensburg Public Library
Omaha, Neb.	Omaha Public Library
Orange, N. J.	Orange Free Library
Oshkosh, Wis.	Public Library
Oskaloosa, Ia.	Free Public Library
Pasadena, Calif.	Pasadena Public Library
Peoria, Ill.	Peoria Public Library
Pittsburgh, Pa.	Carnegie Library of Pittsburgh
Plumas County, Calif.	Plumas County Free Library
Pomona, Calif.	Pomona Public Library
Portland, Me.	Portland Public Library
Portland, Ore.	Library Association of Portland
Poughkeepsie, N. Y.	Adriance Memorial Library
Pratt Institute Free Library	Brooklyn, N. Y.
Providence, R. I.	Providence Public Library
Queens Borough, N. Y.	Queens Borough Public Library
Racine, Wis.	Racine Public Library
Richmond, Calif.	Richmond Public Library
Richmond, Ind.	Morrisson-Reeves Library
Riverside, Calif.	Riverside Public Library
Rochester, N. Y.	Rochester Public Library
Rockford, Ill.	Rockford Public Library
Sacramento, Calif.	City Free Library
Saginaw, Mich.	Saginaw Public Libraries
St. Joseph, Mo.	St. Joseph Public Library
St. Louis, Mo.	St. Louis Public Library
St. Paul, Minn.	St. Paul Public Library
Salem, Mass.	Salem Public Library
Salt Lake City, Utah	Salt Lake City Public Library
San Anselmo, Calif.	San Anselmo Public Library
San Antonio, Tex.	Carnegie Library
San Bernardino, Calif.	Free Public Library
San Bernardino County, Calif.	San Bernardino County Free Library

San Diego, Calif.	San Diego Public Library
San Diego County Free Library	San Diego, Calif.
San Francisco, Calif.	San Francisco Public Library
Santa Barbara, Calif.	Santa Barbara Free Public Library
Santa Monica, Calif.	Santa Monica Public Library
Savannah, Ga.	Savannah Public Library
Scranton, Pa.	Scranton Public Library
Seattle, Wash.	Seattle Public Library
Sedalia, Mo.	Sedalia Public Library
Sioux City, Ia.	Sioux City Public Library
Sioux Falls, S. D.	Carnegie Free Public Library
Somerville, Mass.	Public Library of the City of Somerville
Springfield, Ill.	Lincoln Library
Stockton, Calif.	Stockton Public Library
Superior, Wis.	Superior Public Library
Syracuse, N. Y.	Syracuse Public Library
Tacoma, Wash.	Tacoma Public Library
Tampa, Fla.	Tampa Public Library
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Watertown, Mass.	Free Public Library
Wausau, Wis.	Wausau Public Library
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Wilkes-Barre, Pa.	Osterhout Free Library
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